

A

0005623772



THE SOUTHERN REGIONAL LIBRARY FACILITY

I C R

STANDARD PHONOGRAPHIC  
PRACTICE BOOK.


Copyright 1915 by G. S. Brown

BUSINESS LETTERS.



THE LIBRARY  
OF  
THE UNIVERSITY  
OF CALIFORNIA  
LOS ANGELES





Digitized by the Internet Archive  
in 2007 with funding from  
Microsoft Corporation

PRACTICE-BOOK SERIES.

---

ICR.  
INTERCOLUMN  
REPORTING STYLE:  
AMANUENSIS PRACTICE:  
WITH  
KEY AND QUESTIONS.

NEW AND ENLARGED EDITION.

---

BY  
ANDREW J. GRAHAM, A.M., M.D.—

FOR MANY YEARS VERBATIM REPORTER OF LEGISLATIVE, LEGAL, POLITICAL, TECHNICAL, SCIENTIFIC, AND RELIGIOUS MATTERS, AND CONDUCTOR OF THE NEW-YORK STANDARD-PHONOGRAPHIC ACADEMY; AUTHOR OF STANDARD PHONOGRAPHY, EMBRACING MANY NEW AND VALUABLE IMPROVEMENTS ON THE OLD PHONOGRAPHY; AUTHOR OF THE STANDARD-PHONOGRAPHIC SERIES (OUTLINE, SYNOPSIS, LITTLE TEACHER, HANDBOOK, FIRST AND SECOND READERS WITH KEYS, DICTIONARY, REPORTER'S LIST, ETC.); EDITOR OF MANY VOLUMES OF PERIODICALS—FROM 1853 TO 1892, ET SEQ. (THE UNIVERSAL PHONOGRAPHER, THE COSMOTYPE THE PHONOGRAPHIC INTELLIGENCER, THE VISITOR, THE STUDENT'S JOURNAL), DEVOTED PRINCIPALLY TO PHONETIC, PHONOGRAPHIC, AND REPORTING MATTERS; AND AUTHOR OF BRIEF LONGHAND, SYNOPSIS OF ENGLISH GRAMMAR, PHONOGRAPHIC NUMERALS, ETC.

---

NEW YORK:  
ANDREW J. GRAHAM, 744 BROADWAY.  
1893.

---

ENTERED, ACCORDING TO ACT OF CONGRESS, IN THE YEAR 1889, BY  
**ANDREW J. GRAHAM,**  
IN THE OFFICE OF THE LIBRARIAN OF CONGRESS, AT WASHINGTON, D. C.

---

COPYRIGHT, 1892, BY ANDREW J. GRAHAM.

ALBION J. LAC 70. V. 100

G-762

# INTRODUCTION.

---

The PRACTICE-BOOK SERIES is designed to afford cheaply a series of practice-lessons, in convenient form for practice ; my beautiful process, Stereography, furnishing a perfect fac-simile of my phonographic penmanship, and, therefore, a clear and trustworthy guide as to the best shaping and joining of characters. These exercises are accompanied by a Key intercolumned, allowing the most ready reference from the engraving to the Key, or the reverse. Foot notes and questions give needed additional instruction.

The Practice-Book Series is divided into—*Ucs*=*Unvocalized Corresponding-Style* (which will be numbered “No. 1,” “No. 2,” etc.) and *Icr*=*Intercolumn Reporting* (which will be numbered “No. A,” “No. B,” etc.).

The *Icr* practice-books will be, for a time, devoted especially to AMANUENSIS Practice, that is, practice well calculated to aid the pupil in preparing for amanuensis, or office, work—especially for taking down letters and transcribing them in proper form. First will be given a number

of Letters classified as Commercial Correspondence, and these will be followed by specimens of Circular-letters, Letters of Introduction, Letters of Introduction and Credit, and General Correspondence. These are selected from an excellent "Letter Writer"—Anderson's Practical Letter-Writer.\*

These will be followed by letters from various sources—some especially of recent actual business; and other exercises and features will be added, to make it one of the best guides for Amanuensis, or Office, work.

*The mode of using these Exercises* should be as follows :

1. Read the shorthand, with but little reference to the Key, studying the notes, making the references, and answering the questions. When the phonography has been read several times—and it is as well to read it a few times aloud; and when it can be read without hesitation, then—

2. Copy the engraving one or more times, imitating the points especially showing practical experience, making words and phrases more speedy and legible; for instance, the use of offsets for hooks, the varying slopes or curvatures of letters, the mode of using heaviness (as in En-Dhet<sup>1</sup>-Kays, in that case), etc.

3. Test the thoroughness of your study and practice by writing each exercise from the Key, using the proper outlines, phrases and positions.

---

\* Which may be used for more extended practice. Price \$1.25; postpaid, \$1.33.

The pupil will generally do best to write his characters about the size of the engraving—which is about the size of all the best Standard-Phonographic writers.

The best order of studying the reporting-style is the following :

1. Study the “Reporting-Style” part of the Hand-Book, pages 147 to 200.\*

2. Study the Second Reader, which is calculated to thoroughly train the pupil in a great variety of reporting: Literary, Scientific, Theological, Political, and Legal. The exercises of the Second Reader thoroughly mastered will be far more effective than many more pages cursorily practiced. Let the reporting-style pupil remember, that he needs to *master* an art, not simply to gain a smattering of a theory ; hence, that he needs to study and understand

---

\*The Reporting Lists should be perfectly mastered. Commencing with the Word-Signs (p. 152), proceed thus : “ Pee 3[=third position] patent-ed, (Pee<sup>3</sup>-Bel, patentable), party, happy ; Pees 1[=first position] possible-ility, 2 [=second position] posterior.” Use the nomenclature for the characters, and also write them. It will not be difficult to familiarize ten or twelve lines each day, and also to review those previously studied. Persistently study thus the Lists, as a musical pupil practices his “scales,” and you will soon master all the Lists : Word-signs (p. 152-167); Contractions (p. 183-193); Distinctions (p. 195-198). The “Reporting Sign-Words” (p. 170-182) are simply a repetition, in common alphabetical order, of the list on p. 152-167. It is well to use the former for testing your knowledge of the latter. The study of the Lists is kept up in connection with the study of the Second Reader and the other reporting-exercise books.

very thoroughly each exercise, and then, to gain speed, to write each exercise many times.

3. Study the Lessons to an Ex-Pitmanite ; the notes of which will be especially serviceable in teaching the reasons and principles of the proper reporting-style.

4. Then—especially if you wish to prepare for Amanuensis, or Office, work—study, according to directions, the *Ier Practice-Books*.

5. An immense amount and variety of practice may be had, if desired, by the use of the “Hyphenized Exercises” in the *STUDENT’S JOURNAL* for 1879 and subsequent volumes. In these exercises, the proper phrase-writing is shown by hyphenizing ; as, “it-is-impossible ;” occasionally a position is noted by a superior figure ; as, “attraction<sup>3</sup>,” “to-do<sup>4</sup> ;” while other guiding points are noted by other simple devices which do not interfere with the proper reading, or sense, of the varied articles thus printed.

## COMMERCIAL CORRESPONDENCE.

LORENT,<sup>a</sup> Jan. '85.

MR. DORMEUIL,<sup>b</sup> *Havre*.

My Dear Sir :—You ask my advice on the intention you have of establishing yourself in business ; and you desire to know what are the best means of insuring respectability and success in commercial life.

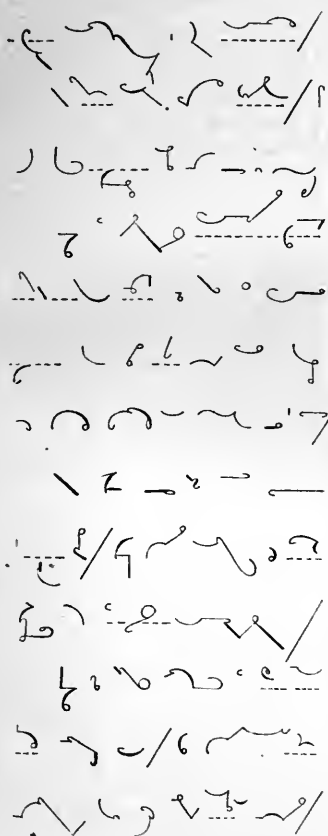
I will give you my sentiments on this subject :—First, aim at acquiring all possible knowledge, and especially such as is connected with business ; add to that, irreprouchable conduct, which will gain for you both confidence and credit. Do not think of establishing yourself too early in life ; for a young man has neither the experience nor the knowledge requisite for such an undertaking ; nor yet defer it till too advanced an age, when, no longer possessed of the zeal and courage necessary for business, one is lead by apathy or dilatoriness to neglect the best opportunities, and when an excess of caution sometimes leads to unforeseen ruin.

may prefer to substitute Ing=ng, the English sign of nasalization. But remember that the Frenchman pronounces the vowel as though he were going to add an ng, but he does not add it.

(b). *Dormeuil*.—When foreign names or words occur, write them as nearly as possible according to sound, and then get, as best you can, the proper spelling. Here the principal difficulty is the final y sound, which is represented in the French orthography by *il*. It may be indicated phonographically by brief Yay—either Yeh or Yuh according to convenience. The Yay stroke might be used, but it would suggest a vowel following.

(a). *Lorent*.—Final *n*, *nt*, etc., ending French syllables are regarded simply as signs to nasalize the preceding vowel. The *nt* here nasalizes the *e*, and, in addition to this bad treatment, it is sounded like *o* in *on*. For methods of stenographic representation of nasalization, see Hand-Book, p. 203, Rem. 12. For all which methods, you





valuable in every branch of trade<sup>a</sup>, but especially in commerce.

Be prompt in replying to all letters that you receive. It will show attention to your correspondents' interests, and will gain you many commissions<sup>b</sup>.

Connect yourself with respectable houses<sup>c</sup> in all quarters: those of acknowledged probity, punctuality, and solidity, and whose business is analogous to your own: for, such as chiefly import wines, for instance, are not always well versed in manufactured goods or corn.

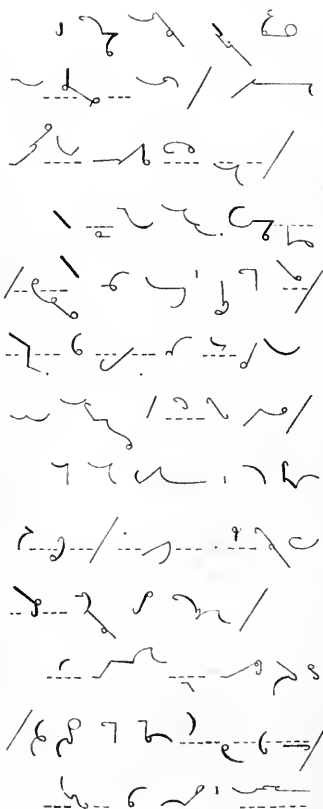
Be on your guard against all who are of equivocal character or doubtful stability. Your credit will rise in proportion as it is remarked, that all your transactions are with houses of unquestionable respectability.

Conduct yourself towards all persons on every occasion with civility, and in a wise and prudent manner. This will render you esteemed, and will prepare for you friendship and support in times of need and embarrassment.

(a). See Hand-Book, §250, 1.

(b). *Commissions*.—See Hand-Book, p. 112, Rem. 7, b.

(c). *Houses*.—Hook made by offset. See another instance in the phrase *on your guard* (below); and in *your credit*



(a). *Be not puffed up.*—Here the negative auxiliary *be not* is naturally joined with the principal verb *puffed*, or rather, *puffed-up*.

(b). *In fulfilling.*—Another instance of an offset for a hook.

(c). *As a rule,* drop any word or part of a word, that may readily be supplied, ESPECIALLY IF IT SHOULD BE IN THE WAY OF A DESIRABLE PHRASE. *As Not*

Do not forget yourself in prosperity; be not puffed up<sup>a</sup> with your success; and never despise the unfortunate. Recollect that a reverse of fortune can reduce millions to nothing.

Be exact and punctual in fulfilling<sup>b</sup> your engagements to the utmost. As far as possible, buy and sell for cash, or at the shortest<sup>c</sup> credit possible. By adopting this rule you will avoid the chance of being entangled in complicated affairs, which frequently prove ruinous.

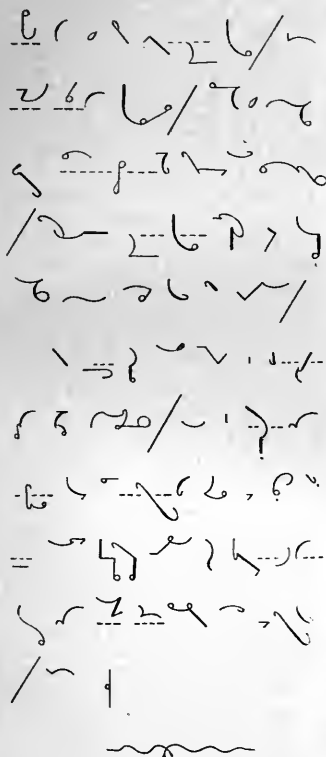
Undertake nothing without reflection, but weigh deliberately all your measures. The rash and inconsiderate prosper only by accident, and their prosperity is generally very short-lived.

Lead a regular life, and put a restraint upon your expenditure. This will sustain your credit, and it is more<sup>d</sup> easy to save than to gain.

If you find yourself embarrassed or in a critical

that you should drop a word when it is a positive convenience in joining, as is often an *a-n-d* or the tick.

(d). The mode of turning the circle here implies something, namely, the Ar-hook on Mer. Tees-Emph would have the circle on the left of the Tee.



## II.

(a). *From having neglected.*—As here the writing of the Ing-dot would break up a desirable phrase, we drop it. Another instance of the same omission occurs in *from having had, Fref-Dee*. To make distinguishable the Ef-hook on curves, regard it as a unclosed Steh or Ster loop

(b). *At all events.*—To secure a desir-

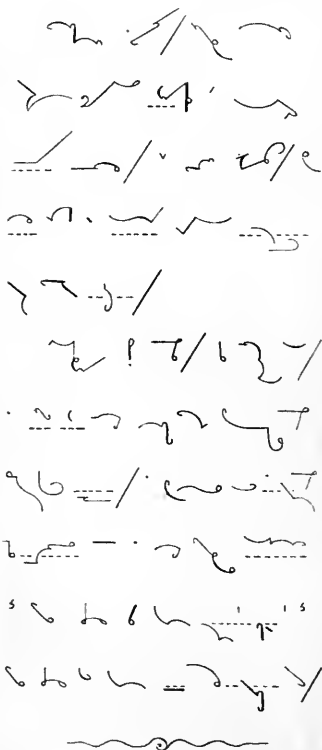
situation, your first step should be to ask advice. But make a judicious choice of your advisers. Seek them first among those who have been similarly circumstanced, and then procure the opinion of some other persons. From having neglected to ask advice, and from having had too much confidence in themselves, many merchants have been brought to ruin.

Be active, assiduous, honest, and upright: but do not imagine that your talents and your virtues will insure success. No; but by so doing, you will, at all events, have the secret approbation of your own conscience, and the consolation of having acted in accordance with the dictates of prudence and reason: so that whatever be the issue of your affairs, you will enjoy the esteem of sensible men, and the approbation of Heaven. I am, &c.

able phrase-sign—that is, to write together the words as they are spoken together—represent the *v* of *events* by the Vee-hook.

(c). *Drop with* here as a word readily supplied.

227/85



(a). 20th inst.—See Hand-Book, § 274-  
b. This mode of expressing *ty* in numbers (devised by the Author, and introduced into his Reporter's Manual in 1854) was probably the germ of his idea of lengthening of phonographic signs to express *ter* as well as *ther*.

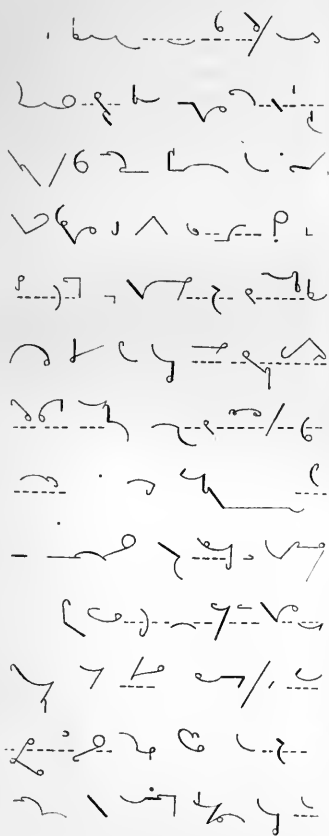
(b). Commerce.—It is advisable, as a

LORENT, 25th Jan., '85.

MR. DORMEUIL, *Havre*: I perceive, my dear friend, by your letter of the 20th inst<sup>a</sup>, that you are decided on entering upon the career of commerce<sup>b</sup>. I congratulate you on your resolution. As for myself, I will do all in my power to render our connection both agreeable and useful.

I notice that you are studying exchanges. It is a very essential thing. The profit that a merchant may derive from the fluctuations of exchange is an affair of attention and calculation. The value of the moneys known, the par of exchange, and its actual course given, the merchant perceives in a moment on what place it is most advantageous for him to remit or to draw, or on what place it is most convenient for him to give orders to be drawn upon.

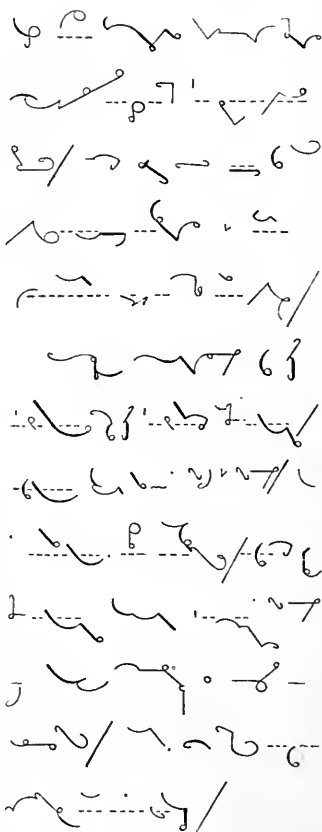
matter of great caution, to write this word in the position of its derivatives Kay<sup>2</sup>-Mer, *commercial-ly*. Kay<sup>1</sup>-Mer, would be *chimera*, and its plural might conflict with *commerce*.



(a). In failures.—See Standard-Phonographic Dictionary, p. 915. "IN-[add]."—Rem. 1.

But it is not enough to know these combinations. Another point essentially necessary is to be able to distinguish good bills from bad or doubtful paper. This is a very difficult and delicate matter; for, the greater portion of these bills do not represent funds actually existing, but a constant use of credit; and a bill of exchange, although accepted and indorsed, does not always deserve full confidence, because the acceptor, relying upon the appearance of solidity in the drawer, may have accepted beyond his means. Thus, my friend, the merchant ought to endeavor to become acquainted with all good commercial houses, both of his own town and of foreign countries.

It will be no less useful to him in order to judge of the quality of bills, to know the branch of trade in which each house is engaged. He ought to know as much as possible what houses are interested in failures<sup>a</sup>; for, although a firm be in good credit, it ought not to enjoy the same confidence if it



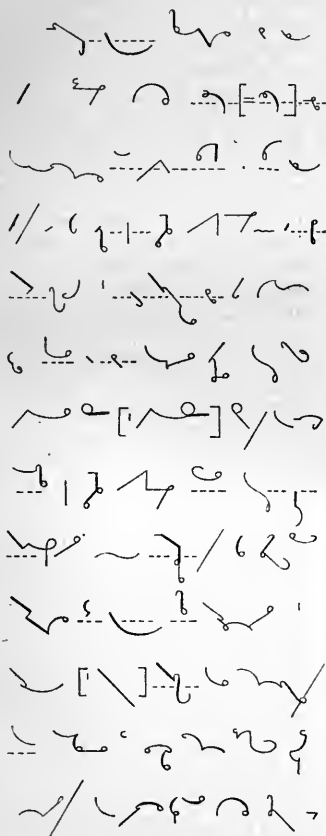
have sustained losses that may absorb its apparent capital; and its bills may be only a resource to sustain its credit or to support ruinous speculations. A merchant who has been careful to gain this information<sup>a</sup> refuses to negotiate these bills; but he ought not to allow<sup>b</sup> anybody to penetrate the motives of his refusal.

One must distinguish, among bills of exchange, those which are drawn or accepted by bankers, from those which are drawn or accepted by merchants not transacting bank-business. Those of a banker have only two objects—the profit of a commission, or the profit of exchange. For, the business of banking consists in these two operations. Those of a merchant, who does not transact bank-business, have no object but to make a payment, the profit of exchange and commission being only mixed up with it as accessories, and as a natural consequence of the operation. In paying more particular attention to this, you will perceive in it the foundation of confidence.

(a). *This information.*—Though this modifies information, disjoin the latter, lest (being joined) it should read *notion*.

(b). *Ought not to allow.*—Break up the phrase after *to*, so that *allow* may, for sake of legibility, be written in its position.

(c). *For the.*—Do not join over the pause *for* to *the*.

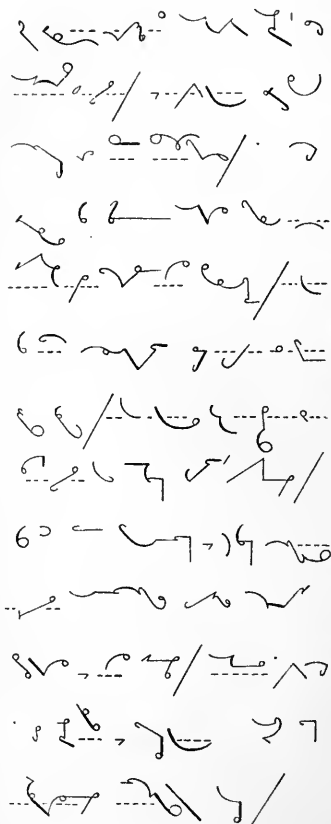


A prudent banker draws no bills except to his own advantage, with the exchange always in his favor<sup>a</sup>; and accepts for no firms not reputed solid, and still to his own advantage. He, then, who draws at a disadvantageous rate of exchange—who, seduced by the attraction of a commission, or bound by previous acceptances which have left him without funds, continues to accept for a house which transacts forced operations, renders his signature suspected. For a merchant never draws at a disadvantageous rate of exchange, unless forced to do so by the necessity of raising money, and by distress. This dangerous operation<sup>b</sup> is known by the bills that the banker draws upon the same house, or upon another<sup>c</sup> by direction, for his reimbursement. If in this case we examine this firm with a little attention, we shall find it embarrassed. For rumors of this state of things always transpire, and the

(a). *In his favor*.—The hook of the Ver3 may be safely dropped, and a common phrase be rendered more easy. It should be observed that *in his way* would be written with the Way on the line instead of through.

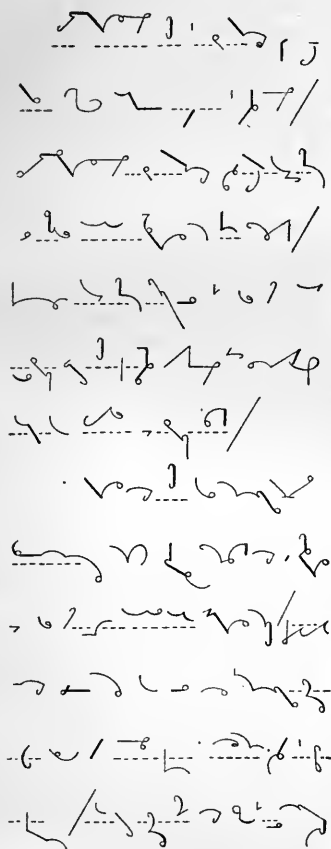
(b). *Dangerous operation*.—The Ar-hook is implied here by the mode of turning the circle.

(c). See the Standard-Phonographic Dictionary, p. 107. DHR, (2), and (b) and (c).



third party who puts his name to the return drafts is invariably unstable, or concerned in the embarrassments of the first house. And the reputation of a banker, who has been sufficiently imprudent to lend his signature, is seriously compromised. The merchant who perceives this dangerous character in bills presented to him, ought to refuse them, as much from the risk of loss as for his own tranquility. However, this remark must not be regarded as a general rule, and as applicable to all places without exception. For bankers, after having satisfied themselves as to the solidity of a house, often give them credit without regarding the rate of exchange. This is what we call *blank credit*; and the use of this credit may prove necessary to a house in commercial operations, where the profits are far greater than the expense of bills and the loss on the exchanges. In that case<sup>a</sup> the reputation of the merchant, the extent and stability of his business, and the prudence of the banker, insure the credit of these bills of exchange, and form the basis of public confidence.

(a). *In that case.*—For easier junction, keep on the heaviness to bottom of that.

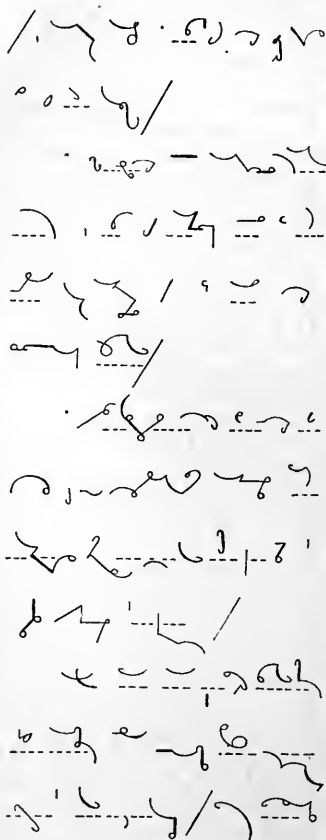


(a). A commission.—To imply *com*, write *Shen* under *a*, which must in such case be written by Ketoid, on the line (of course).

(b). Here write *present tense (consider)* or *past tense*, to save disjoining.

With regard to bills of exchange, drawn or accepted by merchants who do a commission<sup>a</sup> business, little attention need be given to the advantage or disadvantage of exchange. As regards bills of exchange accepted by a merchant who sells by commission for the account of the drawer, he is considered to have funds<sup>b</sup> in hand, and these bills are deemed first-rate. It matters little if the drawer, proprietor of the goods, or the funds which are in the hands of the acceptor, should have been drawn at a disadvantageous rate of exchange, on account of some urgent necessity, if it be for real funds and the acceptor solid.

The bills of a merchant, drawn for his reimbursement upon a house that has given him orders, are also doubly safe, from the solidity of the merchant who draws the bills, and the funds which are actually in the hands of the individual on whom the bills are drawn. But it is rarely that a merchant, who has given orders for goods, makes a re-imbursement otherwise than to his own advantage; because he has at home the means of remitting advantageously, or at least at par. If it happens otherwise, either the merchant is straitened, or he acts imprudently.



But, in both instances, the **solidity** of the commission merchant who has drawn the bills is the first point for consideration.

The drafts and acceptances of a merchant, given in payment of goods, are of an inferior order, but still generally enjoy good credit; because we see a reason for them in the purchase of the goods, which with an honest merchant is a guarantee of his solvency.

The result of these observations, my friend, is, that a merchant ought to have always at hand a note of the most recent variations in the exchanges, in order to see if the bills, which are presented to him, have been drawn at an advantageous or disadvantageous rate of exchange, or at par.

Nevertheless, when in doubt concerning the solvency of the drawer, [the acceptor<sup>a</sup>] or the first indorser, a single good indorsement suffices to remove the apprehension, or even to establish confidence. Further, we must notice.

(a). *The acceptor*—accidentally omitted from the engraving. *Acceptor* should be *Spees Ter*.

in selecting bills of exchange, if they are conformable, by the date at which they are made due, to the custom of the place from whence they are drawn. There are few places from which merchants draw at more than two or three months' date: in this case bills at longer terms do not deserve confidence, unless there exist other reasons for deeming them good.

No doubt, my friend, you will find this letter very long: but I consider it very short for the interesting subject of which it treats. I am, &c.

### CIRCULARS.

LONDON, Jan. 1st, 1885.

Messrs. BELL & Co.,

*Broad Street.\**

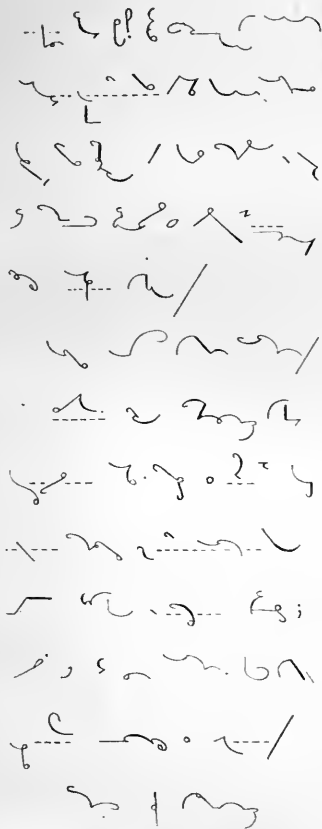
GENTLEMEN,—We beg to acquaint you that we have opened a house of general agency at the Mauritius, under the firm of Young, Forbes & Co.; the two senior members of which have been some years established at Port Louis in the same line, under the firm of Young & Forbes.

It is our intention to confine ourselves to commission business, and we venture

\* In all letters of business, it is the practice to write the name and address on the first page: because if the superscription were torn off, or the cover in which the letter was inclosed were lost, it would not appear to whom it had been written. Merchants, bankers,

lawyers, etc., usually place the name and address at the top of the page; but in official letters, they are more frequently written at foot. By some persons, the latter mode is considered more respectful.





(a). *Of our deceased partner*—a preposition (*of*) and its object—is as properly phrased in writing as it is in speech.

(b). *To hope that*.—*To* is written so that *hope* may be written in its position, for greatest legibility.

(c). *We shall form a connection*, is one phrase of speech; but we necessarily disjoin *form a*, and write *ection* under, to imply the *conn*.

At the same time we have the satisfaction of stating that this melancholy event will in no way interfere with the future conduct of our business, arrangements being now in progress for supplying the place of our deceased partner,<sup>a</sup> which afford us every reason to hope that<sup>b</sup> we shall form a connection<sup>c</sup> with a London house of the first respectability, on whom the active management of our concerns in that city will devolve.

For the present,<sup>d</sup> no alteration will be made in our firm.

The surviving partner, Mr. James M'Intosh, will conduct the affairs of the house in this presidency, as hitherto; and we confidently hope, from the experience you have had of our uniform punctuality and regularity that you will continue to favor us<sup>e</sup> with your correspondence; resting assured that the same unremitting attention will be paid<sup>f</sup> to the interests of all of our commercial friends as heretofore.<sup>g</sup> We remain, &c.

ALLSOP & M'INTOSH.

(d). "*For the pres.*" will readily suggest *for the present*. Generally omit an article when it stands in the way of a desirable phrase-sign; and also omit it (when not a convenience) from any phrase so familiar that the writing of the article is superfluous.

(e). *To favor us*.—Here *to* is written (not implied), so that *favor* may be in its assigned position.

(f). *Will be paid*.—*Paid* is phrased, with the rest of the verb, by lapping—a sort of (or substitute for) joining.

(g). *Heretofore*.—Observe that the position of this word is determined by the vowel of *fore*; and that this word is thus distinguished from *Reti-Ef*, *artificially*.

(a). *We beg leave*.—To provide for this frequent phrase a convenient sign, the *l* of *leave* is added by the *El*-hook, and the *v* by a *Vee* hook.

(b). *Richard*.—Here, to make the junction more easy, the *Ray* is made quite slanting, and the *Chert* is made almost upright.

## LETTERS OF INTRODUCTION AND CREDIT.

LONDON, Oct. 1st, 1885.

Messrs. BRIGHT & Co., *Bristol*.

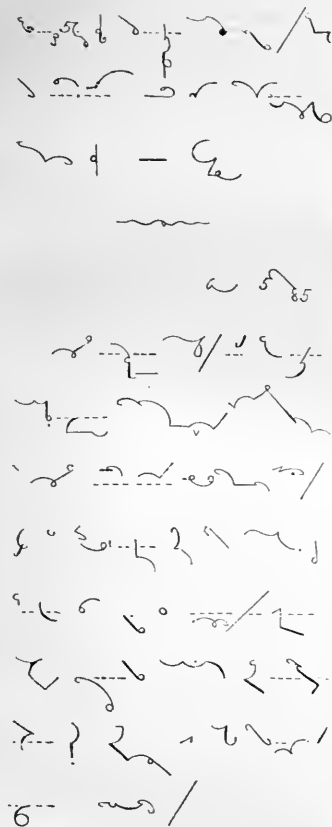
Gentlemen :—We beg leave<sup>a</sup> to introduce to you the bearer of this letter, Mr. Richard<sup>b</sup> Templeton, a partner of the highly respectable house of Moore, Templeton & Co., of New-York, who is about to visit your city for the purpose of extending the commercial relations of his house<sup>c</sup> with the principal firms of your place. In strongly recommending our friend to your notice, we particularly request that you will not only forward his views by your influence and advice, but that you will also render his stay<sup>d</sup> in your city as agreeable as possible,<sup>e</sup> by showing him every attention that may be in your power. In case Mr. Templeton should have occasion to take up<sup>e</sup> any money, either for traveling expenses or operations of business, you will please to supply him

\*This is truly a mercantile idiom, and very serviceable.

(c). *Of his house*.—Here the circle being turned in the less convenient way must imply something, namely: the hook of *Hay*.

(d). *That you will also render his stay* is a long phrase of speech, as well as writing, but as easily, and conveniently formed in writing as in speech.

(e). *As agreeable as possible*.—The first *as* is here adapted to the position of the following word.



(a). *Five thousand pounds.*—The reporter uses for numbers the common figures when most convenient, as here we write "5" for five; but it is clearer to write *thousand* by the word-sign Ith, rather than by "000." To make the junction between Ith and Pends, curve the former considerably, and make

with funds to the extent of five thousand pounds,<sup>a</sup> taking his drafts<sup>b</sup> upon us at three days' sight<sup>c</sup> in reimbursement. We beg that upon similar, and all other occasions, you will freely command our services,<sup>d</sup> and we remain, &c., G. LYNN & SOX.

LONDON, April 5th, 1885.

MESSRS. HARWOOD & CO.,<sup>e</sup>

Manchester.

Gentlemen:—We have much pleasure in introducing to your acquaintance Mr. Frederick Meyer, of the highly respectable firm of Messrs. Gottfried, Meyer & Sons, of Frankfort on the Maine.

This gentleman is on the point of commencing a tour through our principal manufacturing towns, with a view as well to business as amusement. Should it be in your power to further his objects in any way<sup>g</sup> we shall be particularly obliged by your so doing; and shall be most happy, should the introduction prove of mutual advantage to yourselves and our young friend.

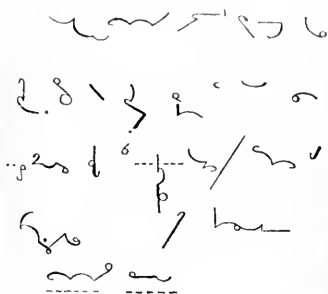
\*Merchants of respectability prefer having all *English* bills drawn upon them at very short dates; in foreign bills they are not particular, as they are regulated by the customs of the respective places whence they are issued.

Pends with but little slant, as shown in the engraving.

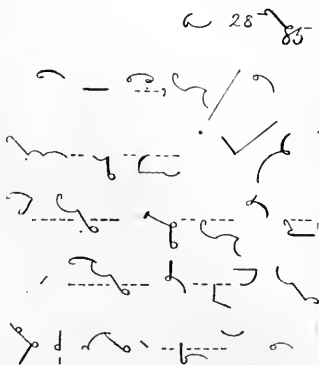
(b). *Taking his drafts.*—This frequent commercial phrase is here beautifully provided for,—*ing* being dropped as an impediment and as readily supplied.

(c). *At three day's sight.*—This phrase is provided with a sign by the simple principle of joining to a preposition its object. To prevent the sign running too low, the characters are made smaller than usual; as a longhand writer minimises the end of a line, to get a word in.

(d). *Freely command our services* is a



*F Meyer*



(Continued from preceding page.)

phrase nicely written as shown in the engraving; *comm* being implied by writing *-and* under; to which we join (as naturally in writing as in speech) the object, *our services*.

(e). "& Co." is here provided for by lapping Kay; which is lapped above

In the event<sup>a</sup> of Mr. Meyer requiring a supply of cash for his traveling expenses, be so obliging as to accommodate him<sup>b</sup> with any sum to the extent of 200*l.*, taking his draft on us at three days' sight for the amount. We remain, gentlemen, your very obedient servants,<sup>c</sup>

GEORGE THOMPSON & Co.

Mr. Meyer's signature.<sup>c</sup>—

*F. Meyer.*

LONDON, Oct. 28th, 1885.

Mr. G. SYMONS, *Falmouth.*

Sir:—Permit me to introduce to your acquaintance the bearer of this letter, Mr. John Phillips, who proceeds to Falmouth on his way to Portugal.

Should Mr. Phillips desire to take up cash for payment of his passage, etc., you will please to advance<sup>d</sup> him any sum - -

\*It is usual, and certainly prudent, to affix the signature of the individual in whose favor the credit is given, for this reason; the letter might be lost, and the finder avail himself of it to receive the money; whereas this imposture would be easily detected by a comparison of the signature in the letter, with that to the receipt which the party would be called upon to give.

Ketoid, as *under* might conflict with *con* (or *com*) implied.

(f). Here *of* is supplied, *com* being implied.

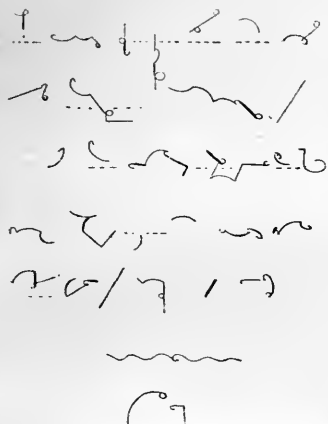
(g). Vocalize *any* when the stroke *En* would more commonly be read as *no*.

(a). Generally drop the article when in the way of a desirable phrase-sign.

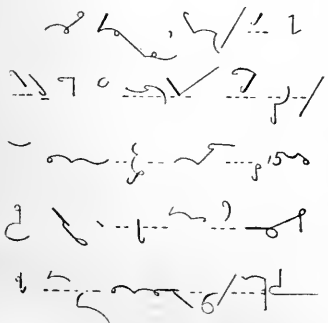
(b). Here (as usually in the phrase *as to*) the *to* is written; then (*ac*)*comm* is implied by writing *under*, and *him* is joined to the verb as the object.

(c). *Your very obed(iant) servants*.—As these words are joined and related in speech, so they are joined in the writing; and (to insure legibility) *Bed* is vocalized.

(d). *To advance*.—Here *to* is written so that *advance* may be written in its assigned position.



20/55



(a). *On his house.*—The circle as here turned implies something, namely, the hook of Hay. Retoid-Iss-Ray would require the circle on the left.

(b). *Or his draft.*—In this sign the *or*, it will be seen, is distinguished from

not exceeding 100*l.*, taking his draft at three days' sight on his house<sup>a</sup> here, Messrs. Richards, Phillips & Co., in reimbursement.

I shall feel greatly obliged by such marks of civility and attention as you may have it in your power to show my young friend, whom you will find highly deserving of your regard. I am, etc.,

J. CARRUTHERS.

## LETTERS OF CREDIT.

LONDON, May 1st, 1885.

MESSRS. JAMES POPE & SON,

*Plymouth.*

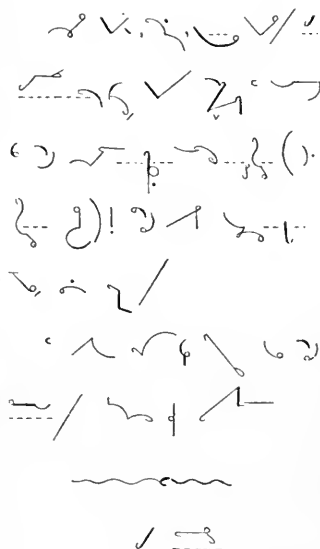
Gentlemen :—I take the liberty of opening a credit with you, in favor of the bearer, Mr. John Ashton. Any sum of money that this gentleman may require, to the extent of fifteen hundred pounds sterling, be pleased to advance on my account, either against his receipt or his draft<sup>b</sup> on me to your order, as may be most agreeable<sup>c</sup> to yourselves. I am, etc.,

T. CLARK.

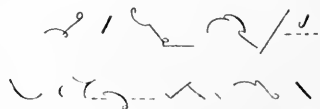
the *and* tick, because the latter is preferably written by Ketoid when that will make a good junction.

(c). *As may be most agreeable* is written connectedly as naturally as the words are joined in speech.

26 16 / 85



26 16 — / 85



(a). *Barraud*=*Barô*, and it is prudent to insert accented vowels at least, in all unfamiliar names.

(b). *Frères*=*frêr* (French for *brothers*). The true long quantity of *ê* (as in this word) may be represented by the sign of *â*, or by its strict sign (No. 7 in our Extended Alphabet, on page 206 of the

LONDON, 16th July, 1885.

MESSRS. BARRAUD,<sup>a</sup> FRÈRES,<sup>b</sup>

*Bankers, Paris.*

Gentlemen:—We request the favor of your furnishing the bearer, Lord George Ryder,<sup>c</sup> with any cash that his lordship may require during his stay<sup>d</sup> in France to the extent of 3,000*l.* (say three thousand pounds sterling),<sup>e</sup> taking his lordship's receipt for the sums advanced, and placing the same to our debit.

We refer to our letter of this date, per post, for his lordship's signature \* And remain, etc.

HARDY & Co.

## GENERAL CORRESPONDENCE.

LONDON, Aug. 16th, 1885.

MESSRS. J. PHILLIPS & Co., *Liverpool.*

Gentlemen:—Being without any of your favors<sup>f</sup> to reply to,<sup>†</sup> my present object - - -

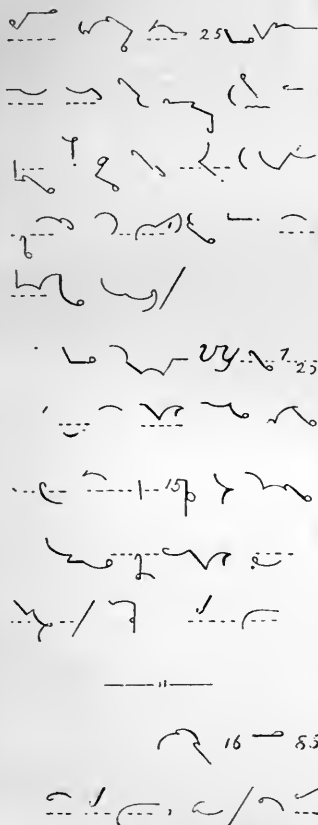
\*The mode here alluded to, of giving the signature in a separate letter, which is forwarded immediately per post, is yet more secure than that described in preceding letter, as it affords no opportunity of imitating the handwriting.

†The original letter commenced thus: "*Deprived of your favors*, I have to request," etc. This expression, though often used in mercantile correspondence, appears objectionable, since we cannot be deprived of that which we do not possess; and useless, because we have no difficulty in expressing correctly what is really meant.

Hand-Book), as shown in the engraving. See Hand-Book, p. 203, §9, about "Stenographic Representation of Foreign Vowels."

(c). *Ryder*.—Observe how the Ray is made more slanting than usual, to make it join more easily with the Der.

(d). *During his stay*.—Here *during* being used as a preposition, we join its object in writing, as naturally as we do in speech.



Continued from preceding page.

(e). The sum is written in parenthesis in longhand, as a sure interpreter of the figures; the figures might be altered; but not so readily the fully written words.

(f). *Any of your.*—In many such phrases *of* may be omitted and readily supplied.

is to request that you will purchase on my account twenty-five bags of Peruambuco cotton, in bond, provided you can obtain them, of *superior* quality; at a price not exceeding 9d. per lb.; shipping them for Rouen<sup>a</sup> to the address of my friend, Monsieur La Roche of that place, and giving me timely advice for insurance.

The bags are to be marked VY, numbers 1 to 25.

On handing me a bill of lading and invoice, you will please to<sup>b</sup> value on me at fifteen days' sight for your reimbursement.

Have the goodness to transmit one bill of lading to the consignee by the vessel. I am, &c.,

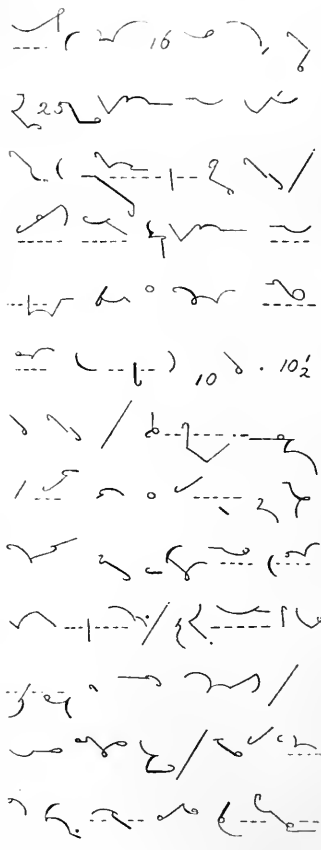
JOHN LUKE.

LIVERPOOL, 16th Aug., 1885.  
Mr. JOHN LUKE,  
London.

Sir :—We are - - -

(a). *Rouen* is well represented by its printed consonants, giving the *e* of *en* the sound it has in the French pronunciation.

(b). *To* is written so that *value* may be written in its own position.

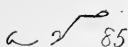


in receipt of your esteemed letter of the 16th instant, ordering the purchase and shipment of twenty-five bags of Pernambuco cotton for Rouen, providing they could be obtained, of prime quality, at 9d per lb. We are sorry to say, in reply, that the quantity of Pernambuco cotton at market just now, is very small, and prices, consequently, have advanced, say to 10d. and 10 1-2d. per lb. It is, therefore, out of our power<sup>a</sup> to execute your order ; which we regret the more, as we are about to charter a vessel from Havre, and should have been glad of your parcel of cottons, though small, to help out her freight. Should you think of shipping any other quality, it will afford us much pleasure to consign them to our common<sup>c</sup> friend M. La Roche. Annexed is a price-list for your government. And believe us, we are, with esteem, sir, your very obedient humble servants,

Jos. PHILLIPS & Co.

\*The term *mutual*, which I have expunged from this place and many others, is incorrect when applied to a third party.

(a). *Out (of) our power*—the *of* being omitted for most economical phrase-writing.




(a). We have here an illustration of the Hand-Book method of expressing *ty* in such even tens as 20 and 30.

(b). *I am favored*.—Here *I am* is brought down a little, to adapt it to the position of the word-sign for *favored*. *Ver* being *favor-ed* is distinguished, on one hand, from *Ver* *avert-ed*, and, on the other hand, from *Eff*-*Ver*, *favorite*.

LONDON, 20th<sup>a</sup> Aug., 1885.

Messrs. JOSEPH PHILLIPS & Co.

Gentlemen:—I am favored<sup>b</sup> with your letter of the 18th instant,<sup>c</sup> and observe that you could not execute<sup>d</sup> my order for Pernambuco cottons in bond, at the limit of 9*d.* per pound.

Being, however, very desirous of opening an account with M. La Roche<sup>e</sup> of Rouen, you may, should you charter a vessel for Havre, ship in her for my account, and to M. La Roche's consignment, thirty bags of cotton,<sup>f</sup> of such description and quality as you may judge most suitable to that market, but not exceeding my former limit as to price.

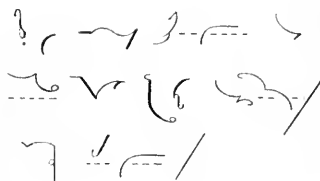
I hope you will be able to meet with a parcel really cheap at the price, be the latter what it may, so as to insure me<sup>g</sup> a profit on the sale. - - -

(c). 18th *inst.*—A slight saving is here made by the joining of the parts of the phrase, and also by writing (as usual in longhand) *inst.* for *instant*. It is the multitude of slight savings that makes a great saving.

(d). A good illustration of scientific phrase-writing; and (= *add*, and so you add) *observe* (to which add the object) *that-you-could-not-execute-my-order*,—disjoining the last words (*my order*), to give the hand a new impulse; as, to give the voice a new chance, you introduce a secondary accent near the end of a long word, as in *incomprehen-sibility*.

(e). *M. La Roche*.—The English "Mr." is replaced in French names by *M.*= *Monsieur* (mo'sièr)= *My sire* (or lord). Had there been room in the engraving, it would have been natural to join the *Monsieur* (*Em-Es*) to the rest of the name.

(f). 30 *bags of cotton*.—To enable the pen to keep pace with the voice, express *ty* by the lengthened joining, and having joined *bags*, omit *of* (readily supplied between nouns) and join *cotton*. As a comma precedes the next *of*, it is better to use the sign *Petoid*.



— 11 —



(Continued from preceding page.)

(g). So as to insure me.—So what? So-as-to—what? "Insure me a profit." Showing clearly that this is one phrase. But disjoining "a profit" gives the hand a new impulse.

Trusting to your good management, I shall shortly look for the invoice and bill of lading, with advice of your draft for the amount of the former. I am, &c.

JOHN LUKE.

LONDON, 20th Aug., 1885.

M. LOUIS LA ROCHE.

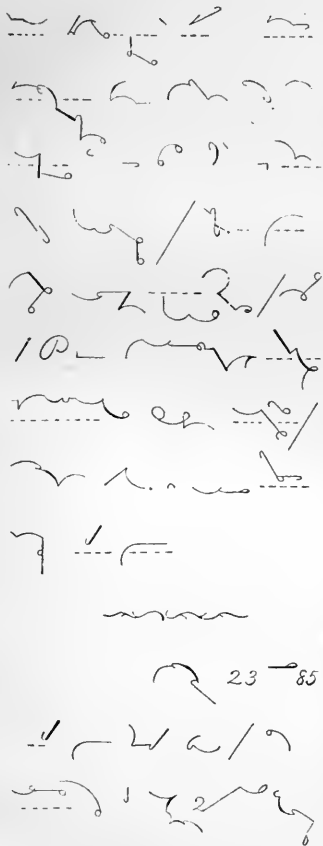
Rouen.

Sir :— From the annexed circular you will observe, that<sup>a</sup> my partnership with Mr. William Thomas was dissolved on the 30th June last, and that I am now established on my own sole account. Being desirous, as Mr. Thomas retires from business altogether, of preserving<sup>b</sup> your correspondence and connection.<sup>c</sup> I have requested my friends at Liverpool, Messrs. Joseph Phillips & Co., to ship per first vessel, to your address, thirty bags

(a). Remember that, so far as convenient, scientific phrase-writing should correspond to phrase-making. Here the pronoun *you* naturally belongs with the verb, *will observe*, and that has for an object "that my partnership," etc. As usual we join the conjunction *that*, and then write the remainder of the object in convenient parts: "my-partnership with Mr. William-Thomas was-dissolved on-the-30th-June-last."

(b). *Of preserving*.—Here we write the *of*, as it is preceded by a comma.

(c). *And connection*.—Writing Ketoid<sup>2</sup> for *and*, we can advantageously imply the following *con* by writing Kayshou under.



\* This term is almost universally employed, and I see no objection to it, although some write *account of sale*.

† *Per appoint* is another technical term in very general use, both among English and foreign merchants. The word *APPOINT* signifies *odd money*, "Monnaie qui se donne pour achever une somme qu'on ne saurait parfaire

of cotton, which you will please to dispose of, on arrival, on my account, on the most favorable terms your market will permit; furnishing me, in due course, with account-sales\* thereof, and a remittance, *per appoint*† for the net proceeds. I trust the latter will be such as to encourage me to a continuance of my shipments. Messrs. J. P. & Co. will inclose you a bill of lading by the vessel, and I will hand you an invoice,‡ as soon as I am in possession of the particulars. Meanwhile referring you to the enclosed price-current, I am, etc.,

JOHN LUKE.

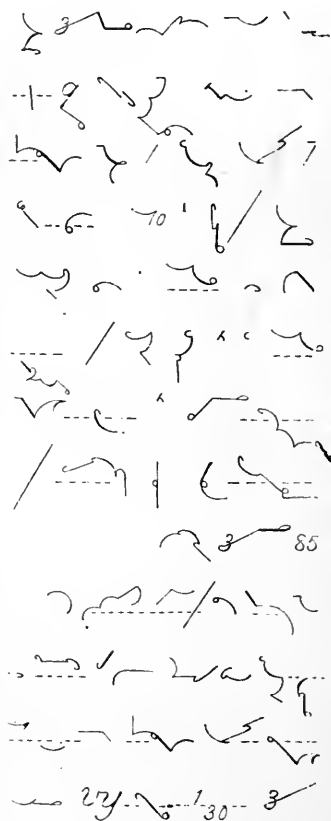
LIVERPOOL, 23<sup>rd</sup> Aug, 1885.

JOHN LUKE, Esq., *London*.

Sir:—In consequence of the orders contained in your esteemed favor of the 20th inst., we have purchased - - -

avec les principales espèces:" *Dict. de l'Academie*. A remittance *per appoint* is a remittance of the exact sum due.

‡ There is a difference between an *invoice* and a *bill of parcels*, which is not always regarded. The account of goods sold by one merchant to another, or to a wholesale dealer, as, for instance, sugars to a grocer or sugar baker, is a *bill of parcels*. Again, when a merchant orders of a manufacturer certain goods for shipment, the latter furnishes him with his bill, or account of the qualities and prices of the articles, with the weights, marks, and numbers of the several packages or parcels, of which the order consists: hence the name *bill of parcels*. This account the merchant enters in his invoice book, and adding thereto all the charges incurred in the shipment, with the cost of insurance, his commission, etc., *makes up* (as the commercial phrase is) the invoice. Sometimes a dozen or twenty bills of parcels are comprised in one invoice, especially in the West India, and South American trades.



for your account thirty bags of Maranham cotton, of good quality, at 9d. per pound, and shall ship the same on board the Ann, Captain Thomas Ball, a vessel which we have chartered for Havre, and which we expect to to sail in ten or twelve days. For your government in insuring the same the invoice amount will be about 200*l*. When shipped we shall wait on you with invoice and bill of lading, valuing on you, as requested, for our reimbursement. We are, very truly, etc., Jos. PHILLIPS & Co.

LIVERPOOL, 30th Aug., 1885.  
M. LOUIS LA ROCHE,  
*Rouen.*

Sir :—By order, and for account of our common friend, John Luke, Esq., of London, we have shipped to your address, in the Ann, Captain Thomas Ball, for Havre. as per bill of lading inclosed, VY, Nos 1 to 30, thirty - - -

bags of Maranham cotton, which we trust will arrive safe, and in the same good condition in which they are shipped. We hope that you will have it in your power to render our above-mentioned friend satisfactory account-sales of this shipment, following his directions as to the disposal of the net proceeds. We remain, most truly, sir, your very obedient, etc.,

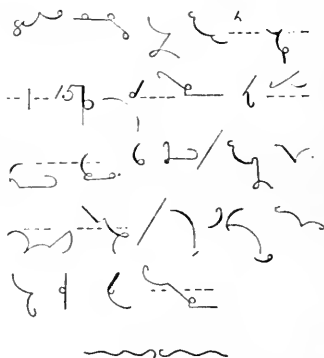
JOS. PHILLIPS & Co.

LIVERPOOL, 30th Aug., 1885.

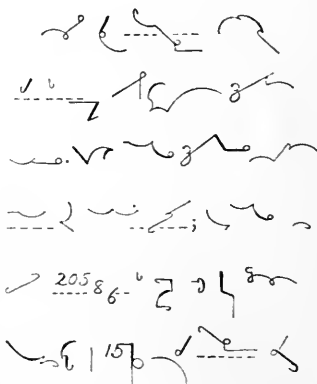
JOHN LUKE, Esq.,

*London.*

Sir :—Referring you to our letter of the 23rd instant, we have now to advise the shipment of your thirty bags of Maranham cotton in the Ann, Ball, for Havre, to the consignment of M. La Roche at Rouen, agreeably to your directions. Inclosed you will please to receive bill of lading and invoice thereof; the latter amounts to 205*l.* - - -



a 22 85



8s. 6d., for which sum we have valued on you, under this date, at fifteen days' sight, to the order of Jones, Price & Co., which draft we recommend to your protection, thus closing this transaction. We have transmitted a bill of lading to M La Roche by the vessel. Awaiting the pleasure of your further commands, we remain, faithfully, etc.

Jos. PHILLIPS & Co.

LONDON, 2nd Sept., 1885.  
Messrs. JOSEPH PHILLIPS & Co.,

*Liverpool.*

Gentlemen:—I have to acknowledge the receipt of your esteemed letter of the 30th ult., inclosing bill of lading and invoice of the thirty bags of Maranhão cotton, shipped in the Ann, to Havre; for the invoice amount whereof, 205l. 8s 6d., I have credited your account; and on the other hand debited it with a similar sum, being the amount of your draft at fifteen days' sight, to the order of Jones, Price & Co., which has been - - -

duly honored. With many thanks for your attention<sup>a</sup> to my orders in transmitting a bill of lading to the consignee<sup>b</sup> by the vessel, I remain, etc.,

JOHN LUKE

LONDON, 2nd Sept., 1885.

M. LA ROCHE,

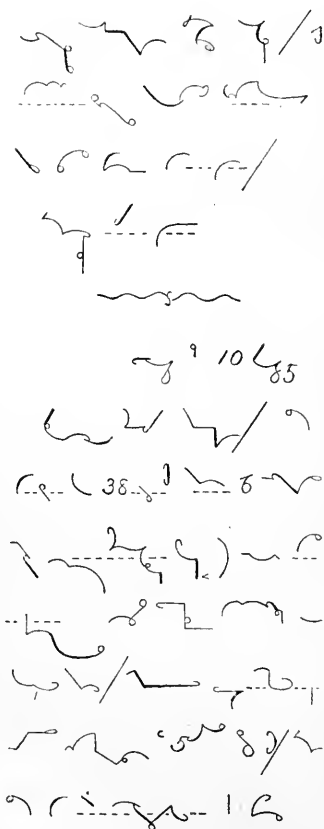
Rouen.

Sir:—In pursuance of the orders given to my friends at Liverpool, as I advised you under date of the 20th ult., they have shipped, to your address, thirty bags of Maranhão cotton of excellent quality, by the Ann, Capt. Thomas Ball, to Havre<sup>c</sup>. Inclosed I have now the pleasure to wait on you with invoice and duplicate bill of lading of this shipment; the former amounting to 216*l.* 7*s.* 10*d.*, which sum I hope you will be able to realize, together with a fair profit; and as quick returns are the life of trade, I shall expect that you will, ere long, be enabled to remit me the

(a). To provide for this phrase a convenient sign, omit *at of attention*.

(b). That is, *the* (Petoid) in fourth position, to imply *to*, and *con* implied by writing *signee* under.

(c). The hook of *Hay* in fourth position, to imply preceding *to*.



net proceeds in a good bill on some of your friends in this city. I do not limit you as to price, being well assured that you will effect the best sales your market will allow. I remain, etc.

JOHN LUKE.

GT. WINCHESTER ST.,

10th Jan., 1885.

JOSEPH MANNING, Esq., *Piccadilly*.

Sir :—Your acceptance for 38*l.* drawn by me on the 6th October last, and payable to my order three months after date, fell due yesterday, and now lies at my bankers, Messrs. Curtis & Co., Lombard Street, noted for non-payment.<sup>a</sup> I beg, therefore, to call your immediate attention to it, and request you will take up the same with 5*s.* expenses thereon. I remain, sir, your obedient humble servant,

T. WILLIAMS.

(a). *Non-payment*.—To preserve the natural and usual form for *non* (Nen), it is here necessary to write the word in separate parts; and we join the *non* as a part of the object of the preposition *for*.

12/85

12/85

12/85

12/85

12/85

(a). Regarding a date as a phrase of time, we may write it without lifting the pen, if we can conveniently, or break up according to convenience, the month being joined with the day or the year. It should be observed that the slanting stroke before the year (used or not, according to need) separates the day from the year, taking the

GT. WINCHESTER STREET.

12th January,<sup>a</sup> 1885.

JOSEPH MANNING, Esq.

*Piccadilly.*

Sir:—I am very much surprised<sup>b</sup> at your inattention, in a matter of so much importance as a dishonored draft. Referring you to my note of the day before yesterday, informing you that your<sup>c</sup> acceptance of 38*l*. had been noted for non-payment, I now beg to say, that<sup>d</sup> if the draft be not immediately taken up, I shall be compelled to have recourse to measures<sup>e</sup> no less unpleasant to me than disgraceful and disagreeable to yourself. I am, sir, yours, etc.

T. WILLIAMS.

PICCADILLY, 12th Jan., 1885.

THOMAS WILLIAMS, Esq.

*Great Winchester Street.*

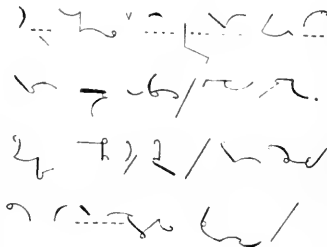
Sir:—Having been out of town for the last fortnight, I am<sup>g</sup> truly concerned to find that no provision was made for my acceptance of your draft, due on the 9th inst. for 38*l*. When on my return to town this morning your note of the 10th inst. . . . .

place of the comma or the apostrophe of dates in longhand; as, Jan. 12th, 1885, or 12 Jan. '85. In like manner it serves in common writing, as a separator between shillings and pence, in fractions, and in  $a/c = a/c = \text{account}$ .

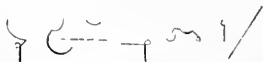
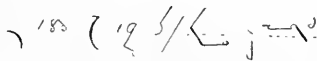
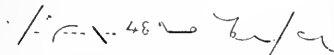
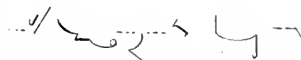
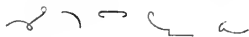
(b). *I am very much surprised.*—The improvement introduced by the Hand-Book in writing *Jasper* (§171, 4), works nicely here.

(c). *Informing you that your.*—The *Informing* has for its indirect object *you*, to join which we drop the impeding dot; and then we may add (in writing as naturally as in speech) *that your*; putting *acceptance* for double assurance of legibility in its position.

(d). *Beg to say that.*—To *beg* join (in writing as in speech) the dependent infinitive *to say*, and to that its object *that* (called here a conjunction).



25/85



(Continued from preceding page.)

(e). *To measures.*—To have measures in its position, write the *to*. Zherst might be read here possibly (and of course heedlessly) *to pleasures*.

(f) *Thomas Williams.*—The most convenient way of (turning the circle between Em and downward *l* is here illustrated. To prevent breaking up

was put into my hands, I immediately took up the bill, which now lies before me, together with your note of this morning. I can only<sup>a</sup> regret having, through inadvertency, caused you so much trouble. Believe me, very sincerely, sir, your obedient humble servant,

JOSEPH MANNING.

BROAD ST., 25th Jan., 1885.  
Messrs. W. GREEN, FELL & Co.  
London.

Gentlemen,—Have the goodness to ship on board the Tenterden, Captain Benjamin Russell, for Lisbon, 150 sheets of copper sheathing; the whole to be 48 Portuguese inches in length; one-half to weigh 18 lbs. and the other 19 lbs. each sheet; each box to contain<sup>b</sup> an equal number of sheets. Likewise one box of copper nails, proper for the said sheathing, not to exceed 500 lbs. weight.

(a). *I can only.*—To sharpen the angle, write Retoid nearly straight up. Drop *n* of *can* as an impediment to a desirable phrase-sign.

(b). *To contain.*—Ten<sup>c</sup> would be read *to attain*, or (most likely) *to have taken*; and, therefore, to insure greatest ease of reading, it is best here, to write the *to*, and make a saving of pen movement by writing Ten under.

in writing the name-phrase, drop the *w* as an impediment readily supplied in reading.

(g). *I am*—what? *truly concerned*; to which join dependent infinitive, *to find*.

When the goods are shipped, you will, of course, send me the invoice and bill of lading. I am, etc.,

EDWARD ODGER

LONDON, 26th Jan., 1885

EDWARD ODGER, Esq.

*Broad Street.*

Sir:—Thanking you for your kind order of yesterday, for the 150 sheets of copper sheathing, we beg to say that we shall immediately attend to its execution; but as we verbally informed you on 'Change, the length being unusual, we shall be obliged to have the sheets made expressly, and, consequently, some little delay will unavoidably occur. We trust, however, they will be ready in time for the Tenterden, which vessel, we are informed, will not sail for a fortnight. We are, etc.

WM GREEN, FELL & Co.

LONDON, 9th Feb., 1885.

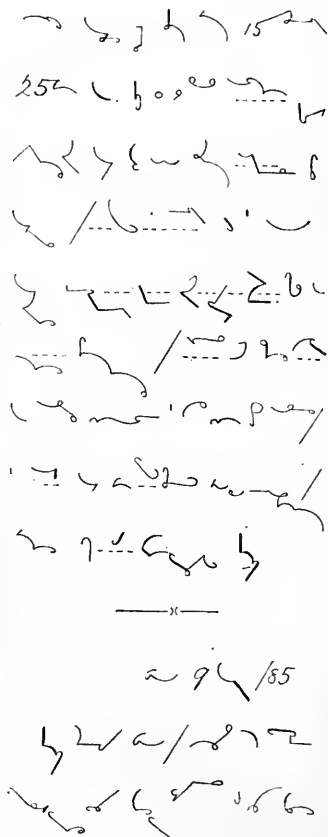
MESSRS. WM. GREEN, FELL & Co.

*London.*

Gentlemen:—I am sorry to inform you that - - - - -

226/85

294/85



my friend, for whose account and at whose desire I ordered 150 sheets of copper on the 25th ultimo, having determined, as he has since informed me, to defer the repairs of the ship for which they were intended, wishes the order not to be executed, at least for the present. If, therefore, the copper be not already entered for shipment, and can be kept back, I shall be much obliged by your giving directions for it to remain till further orders. Of course, I shall consider myself liable for any expense you may incur, or loss you may sustain in consequence; or, indeed, for the ultimate completion of the transaction, should you not consent to cancel my order. I remain truly, gentlemen, your obedient humble servant,

EDWARD ODGER.

LONDON, 9th Feb., 1885.

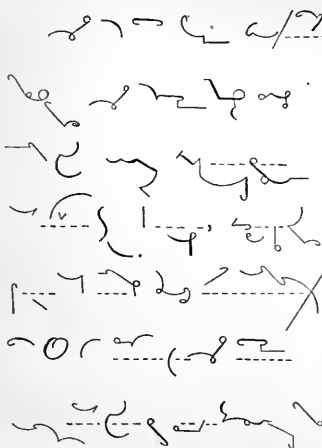
EDWARD ODGER, Esq.,

London.

Messrs. W. Green & Co. present their compliments [to Mr. Odger], and are sorry they cannot comply with the request contained in his letter of this morning, - - -



~ 12 1/85



(a). *With regard to suspending the.*—*With*, in its position, is joined (by the Way hook) to its object, *regard*, and *suspending* (as a dependent participle) is added, the *to* being omitted. Then *ing*

with regard to suspending the<sup>a</sup> order for the 150 sheets copper<sup>b</sup> sheathing, as they are now actually on board a barge in the river, and have been entered out at the Custom-House for the Tenterden. Besides, having been cut expressly for Mr. O's<sup>c</sup> order, they are unsalable for any other purpose.

LONDON, 12th Feb., 1885.

Messrs. W. GREEN, FELL & Co.,  
London.

Mr. Odger presents his compliments to Messrs. W. Green & Co., and begs to state that, as he understands the copper sheathing, intended to be shipped on board the Tenterden, has been sunk in the lighter that was conveying it alongside, he cannot consent to its shipment until put into a proper state, so as to insure its arrival in perfect order. Mr. O will, consequently, thank Messrs Green & Co. to inform him when the sheathing has been scoured, that he may send a competent person - - -

is implied (by the Standard-Phonographic principle) by writing the *the* tick in its place.

(b). *150 sheets of copper.*—The *ty* of 50 is implied by the long upward stroke; to which *sheets* is joined; to which *copper* is joined, the *of* being omitted (as often between nouns).

(c). *O's* might be written thus; but quite as well by phonographically writing the sounds.

q-1 M y /

—x—

a 13 y / 85

y 2 a / 2 2

z a 1 2 2 y

c c c c c

u u u y

z z z z

z z 1 / 2 6

2 0 1 2 2

1 2 2 2 2

y a /

—x—

to inspect it, prior to its<sup>a</sup> being taken on board.

LONDON, 13th Feb., 1885.

EDWARD ODGER, Esq.,

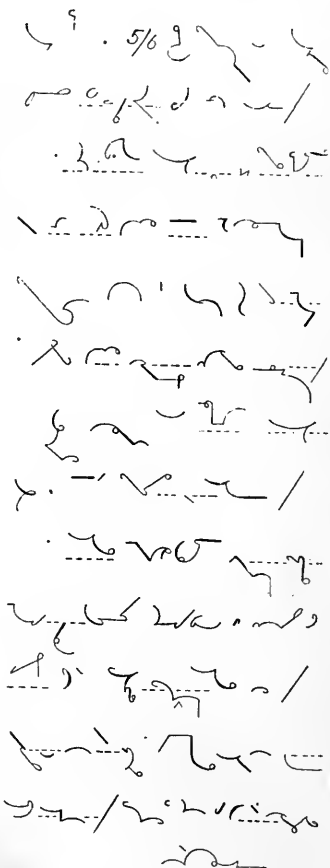
London.

Messrs. W. Green & Co. return their<sup>b</sup> compliments to Mr. Odger, and, in reply to his note of yesterday, beg to say that they will not fail to inform him when the copper sheathing, which was unfortunately suuk in going alongside the Tenterden, is again put in order for shipment, that he may send some person whom he may deem competent to inspect it. At the same time, they cannot but assure Mr. O. that they would naturally, for their own credit's sake, take every necessary precaution to prevent injury to the goods from the accident alluded to.

(a). Here *prior* is written with Ray for the final *r*, so that *its* may be joined, the *to* being omitted.

(b). Here *their* is nicely added by the Standard-Phonographic *thr*-tick; and *com* of *compliments* is implied by writing under.





for the white, and 5s. 6d. (five shillings and six pence) sterling per arrobo<sup>o</sup> net, for the browns, first cost with you, and all charges of shipping, commission and freight included.

The assortment we leave entirely to you, but should the price of white sugars be a little higher than the limits given, and that of Muscovado proportionately lower, or *vice versa*, so that upon an average the respective limits may not be exceeded, you will please to execute the order.

This shipment must be made in a strictly neutral vessel, giving the preference to the English flag.

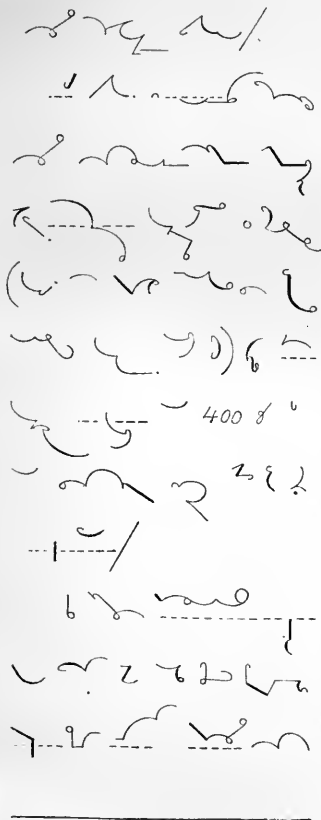
The invoice and bills of lading of this sugar should be made out to our address, and forwarded to Joseph Vancouver, Esq., of London, who will, you may rest assured, on receipt thereof, honor your drafts for our moiety of the invoice amount. Be pleased to hand him by two or three opportunities, the requisite advice, to enable him to effect insurance in due time. We remain, with esteem, gentlemen, your obedient humble servants,

MULLER, SON & Co.

---

\* A Spanish weight equal to 28 lbs. English; 25 1-2 lbs. according to some authorities.

a 92/85



LONDON, 9th Nov., 1885.

Messrs. R. H &amp; LYNCH &amp; Co.,

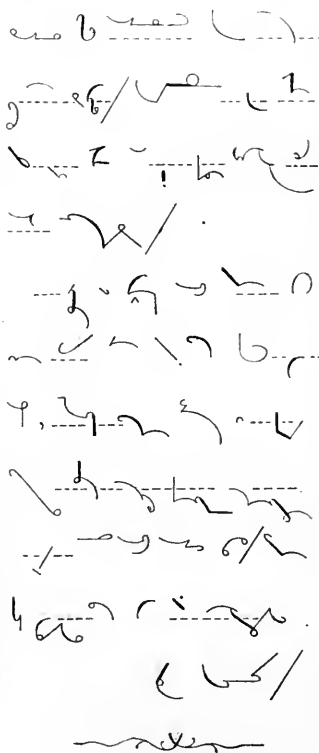
Havana.

Gentlemen:—Referring you to the inclosed letter from my friends, Messrs. Muller, Son & Co. of Ham-burgh, I beg to assure you, that<sup>d</sup> on your complying with their orders for the purchase of sugars as therein specified (forwarding me bills of lading and invoice of the same, with advice, in anticipation, for effecting insurance thereon), your drafts on me for the amount of their half share in 400 chests, or of any smaller number you may ship on joint account with them, shall meet due honor.

It is, I presume, almost unnecessary to add, that being merely an agent in this transaction, it will be requisite that you abide strictly and literally by Messrs. Muller - - - - -

(a). An offset here takes the place of the hook of Hay. The *h*-tick may occasionally be used as an initial "H," in phrasing names.

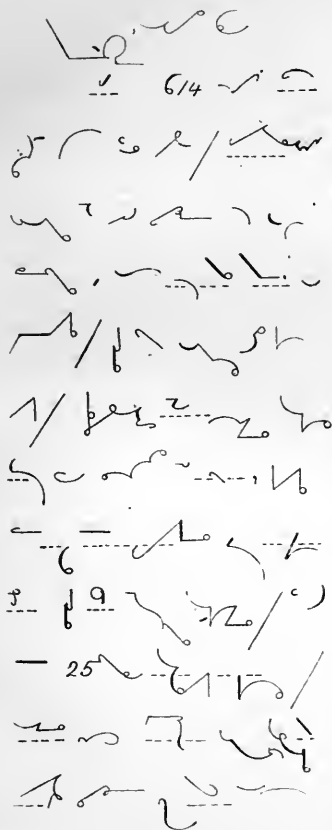
(b). To *I beg* join (without the *to*) the dependent infinitive, *assure*; to which join the dependent you *that*.



Son and Co.'s directions in the execution of their order, to authorize my acceptance of your drafts, for regularity's sake, however, I deem it best to put you on your guard, not doubting, at the same time, that you will fulfill their wishes in that and every other respect.

Should you desire to have your moiety insured by me, also, you may rely on my paying every attention to your interest, and, if you do favor me with the order, you had better, perhaps, desire our friends at Hamburgh to reimburse me, charging the cost of the insurance in the account-sales. Believe me, devoted to your service, sir, your obedient humble servant,

JOS. VANCOUVER.



BABCOCK, WALSH & Co.,

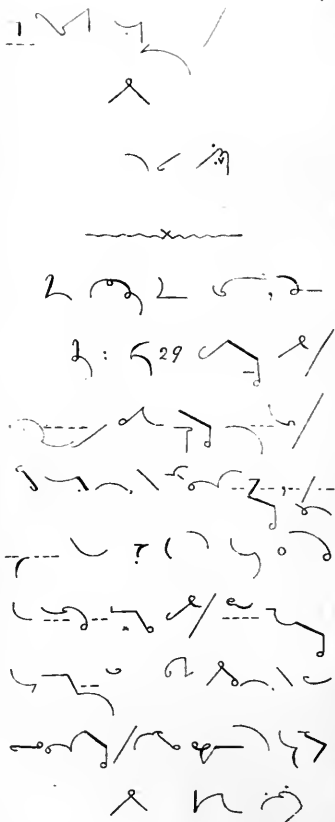
*New Orleans, La.*

Gentlemen :—Yours of the 14th returning Mr. Sawhill's letter with comments received. We are pleased to note that you are not the offending parties, and that Rothschild,<sup>a</sup> Haines & Co. are evidently the scalpers who undermine our business by cutting under regular rates. \$10 per 100 pairs is the usual hotel rate. It stands to reason that we cannot<sup>b</sup> and ought not to make checks for hotels that order only small lots and years apart, at rates equal to those given to railroad companies who order largely and constantly, and \$10 is considered a fair price for hotel checks. We usually give 25 per cent. off this rate to dealers. In the case you mention I can see that after being offered for \$7.00 by Rothschild, Haines & Co.<sup>c</sup> you had no option in the matter - -

(a). The German pronunciation (according to usual value of the letters) would be Rötshëld, conveniently phonographed by Ret-Sheld. But the Americanized pronunciation, Rothschild, would be well written Ray-Iths-Child.

(b). An instance of beautiful phrasing with omissions readily supplied in the phrase ; as omitting the *n* of *stands* and readily supplying *to* before *reason*. The Klent is readily interpreted as we-Kent, though the forms are the same ; as in common print we are not troubled by different sounds and meanings of a spelling ; as live, and live ; réad, and read.

(c). We may, with more use of the name, omit the *and*, and supply it in the transcription.



and did perfectly right in taking the order.

Respectfully,  
R. H. ARNHEITER.<sup>a</sup>

JEREMIAH HOLZWASSER, Esq.,  
*Fond du Lac, Wis.*

Dear Sir:—Your favor of the 29th relative to buttons received. Our inquiry has reference to quantity of buttons to order for you. We have been in the habit of making up a lot of small and large buttons, charging same to your Company, and holding them here for use as orders for uniforms and caps were received. As we need a few buttons for the cap order in hand, we will take the responsibility of making up one gross of small buttons.

Will you please send us your regular order for them and oblige.

Respectfully,  
ADOLPH HELFRICH.

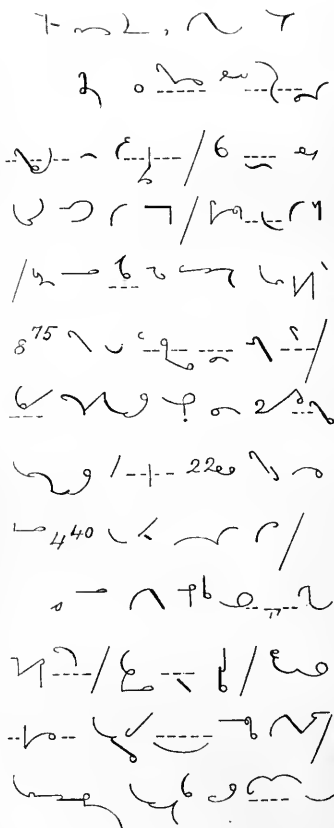
(a). Such a name as this is likely to prove a hardship, either by ignorance of the pronunciation, or by determining the best mode of writing the consonants. Let us try here: Arn would be a very natural form for the first syllable, but that would not join with *h* or *eiter*; so we try another form, Ren (*Arn*) Ter (*heiter*).

SAMUEL STANKLER, Esq.,  
Newark, N. J.

Dear Sir :—Answering your letter of the 19th inst., asking if we could fill an order for a stamp similar in action to the one furnished you last, we presume you refer to the self inking hand stamp having as die your fac-simile signature sent you Oct. 8th, 1883. You sent us a sample stamp to enable us to fill the order, and the stamp we furnished had no name or place of manufacture given. Unfortunately the maker from whom we procured it has no better record than we have, so that we would be obliged to have the stamp in order to duplicate it.

We are about to issue a catalogue of goods manufactured and dealt in by us and when completed we shall forward you one. At present we have no cut of styles of these stamps except the one enclosed.

Respectfully,  
THOS. ZEILNER.



OTTO YEOMAN, Esq.,

*Albany, N. Y.*

Dear Sir :—As promised I send you herewith sample brass shell made with your attachment. This is hand made<sup>a</sup> and has not the finish a machine will give it. It will illustrate, however, your idea. I have estimated cost on these and find we can make them for you at the rate of \$8.75 per 100 with straps, stamped and numbered complete. These are very heavy shells, necessitating some 20 lbs. of brass for every hundred shells, which at 22 cents per lb.<sup>b</sup> makes a cost of \$4.40 for raw material alone.

The first cost will be a set of dies necessary to cut the little tongue and turn it over. This will cost about \$10. As we have all necessary tools for balance of work no other extras will be required. If you can give us an order for 1,000 of these shells we will make no - - - - -

(a). Observe how the heaviness is kept on from the middle of Ned to the middle of Med, with which the form is easy; without, so difficult.

(b). This is a good instance of lapping as a substitute for joining.



extra charge for the extra tools.

Of course I have figured on an allowance of 50 cents per 100 royalty to you as patentee, which is carried in our estimate of \$8.75 per 100 shells.

If made of thinner brass the cost might be reduced some, but a thinner shell would be apt to bend more readily, owing to large surface of plate. Please acknowledge receipt and let us have your criticism on sample sent.

Respectfully,

EDWARD SMYTHE.

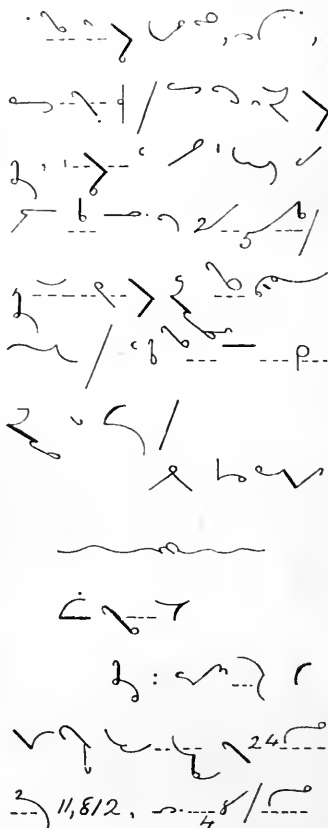
HIRAM CROCHERON, Esq.,

*Fort Smith, Ark.*

Dear Sir :—Answering your postal card of the 3rd inst, we will furnish you a nickel plated German<sup>b</sup> silver badge with elastic, stamped as you desire and our shape No. 61 for \$1.00. - - - -

(a). Another good instance of lapping as a substitute for joining.

(b). To admit of joining *German* to the modified word, drop the impeding *n*. This, as many times stated, in such cases, is the rule.



The price of our badges varies according to size, amount of lettering, consecutive numbering, etc. We can furnish you any shape of badge you desire, but badges with raised or fancy work require dies costing from \$20 to \$50. Should you desire any special badge we shall be pleased to quote you prices as low as any other manufacturer. We trust price given is satisfactory, and shall be pleased to have your order.

Respectfully,  
THOMAS SANBORN.

ILLIG BROTHERS,

*New York.*

Dear Sirs:— We return you herewith your bill of April 12th for one-half dozen No. 24 locks on our order 11,812, and amounting to \$4.80. Locks - - - - -

6c → 7-14  
 3.20, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

on this order<sup>a</sup> were covered by your bill of April 14th, amounting to \$5.20, difference being chain fittings, \$0.40.

The locks we received had unlike keys, and we returned them to have similar keys. This is probably the cause of second bill.

Yours truly,

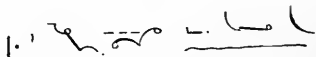
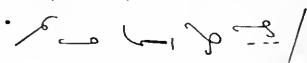
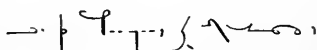
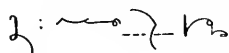
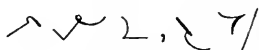
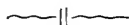
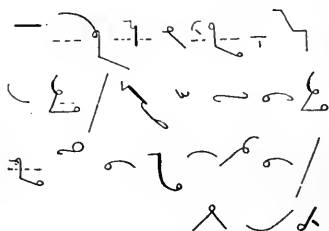
KILLDUFF & Co.

ROTHSTEIN & TAGGART, Esqs.,  
Chicago, Ill.

Dear Sirs:—We shipped you by express yesterday the lot of 28,000 pairs of reversible baggage checks covered by your order of June 5th. I have personally supervised the make up of these checks, material and workmanship, and<sup>b</sup> feel certain that you will have no cause for complaint with them. We have made up a new leather cutter - -

(a). Join *order* to *this* as shown in the engraving.

(b). Join *and* by Tetoid to word *aud*, or *added*; and join to *feel* the rest of the speech-phrase.



giving wider strap, and I have had a special lot of straps cut and picked out for these checks. I should be pleased to have you carefully examine these checks and straps, criticize same and advise me of result of same.

Respectfully,

HENRY JONES.

ROBERT PATTERSON, Esq.,

*Buffalo, N. Y.*

Dear Sir :—I inclose you herewith daily statements covering Tuesday, Wednesday, and to-day, which show a number of new customers, the result of close figuring and persistent correspondence.

I again saw Lang of the People's Line Steamboat Co. to-day, and after submitting samples and getting figures of other cap makers—closed contract with him for his caps for the season. The figures are very close, - - - - -

but I thought it would be better to meet them than to lose their season's business, and Russell will have to share the difference with us.

Proxies come in daily, all in the affirmative on the stock question, [with one exception,]<sup>a</sup> namely, Geo. Turner, of<sup>b</sup> Springfield, Mo., who has scratched out the "In favor of," etc.

Respectfully,  
CHANDLER STORMAN.

NEW YORK, Nov. 21, 1884.  
J. W. SMITH, Esq.,

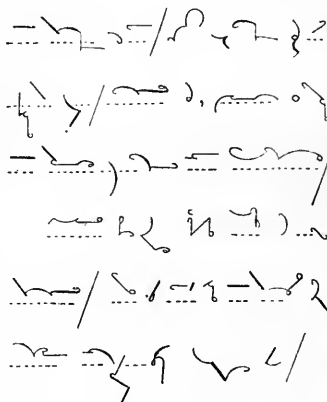
*General Manager  
Hoosac Tunnel Line,  
Chicago, Ills.*

Dear Sir:—Herewith I hand you all papers in claim for overcharge favor Thurber, Whyland & Co., on shipment from New York Oct. 6th, consigned Houston, Murray & Co., Kansas City, Mo.

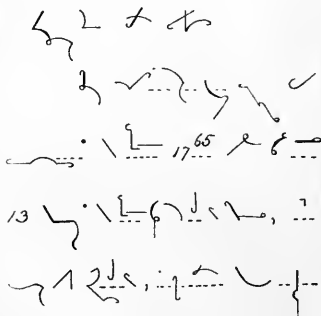
You will notice that they claim  
in their letter of Nov. 8th, that  
the weights as - - - - -

(a). Words accidentally omitted in the engraving.

(b). As a pause occurs before this *of*, it is better to write the *of*.



7 - 19/85



given by Mr. Tucker are not correct. You will also note that Mr. Tucker says that he arrived at the weights by averaging. Mr. Greves says, allow claim as per weights given by claimants, as they are very careful and correct in all their freight matters.

I enclose statement of shipments with contract rates endorsed thereon, approved by Mr. Greves. Please adjust accordingly on weights given by Messrs. Thurber, Whyland & Co., and very much oblige,

Yours truly,<sup>a</sup>  
F. B. ALLEN, Agent.

NEW YORK, Aug. 19th, 1885.

J. W. SMITH, Esq.,

General Manager  
Hoosac Tunnel Line,<sup>b</sup>

Dear Sir;—Returning herewith voucher and all papers relative to claim account E. P. White & Co., \$17.65, received with yours Aug. 13th, beg to say, that E. P. White & Co., of this city, are tin plate brokers, and I named them rate on shipment of tin plate, the tariff on same being, at that time, - - -

(a). It is desirable to have a good phrase-sign for this phrase, so frequent in correspondence.

(b). That is, H. † T. Line.

{ , 28 e 24 p / ~  
 7 ( --- / 2 4 { p  
 " 7 " 4 5 // 7 2 3  
 64 7 / h 64 --- /  
 } 3 1 --- : ~  
 --- 7 7 : Pigs ~  
 7 --- Pkgs; 7 { ~  
 e --- 7 2 3 ~ 6 /  
 ✓ 7 3 2 4 5 /  
 7 7 7  
 ~ ~  
 7 ~ 8/54  
 7 2 , 7 , 7

4th class, 28 cents East Hannibal to Kansas City.<sup>a</sup>

When voucher for their overcharge was made we failed to detect that shipment consisted of "pig tin" instead of tin plate.

You will notice that our statement of Billing reads, 64 packages of tin. It should read, 64 pigs tin.

It was an error on part of our clerk here, owing to the tissue manifest being very indistinct, the word "pigs" looking very much like pkgs., and as the shippers deal almost exclusively in tin plate, the shipment was not scrutinized closely.

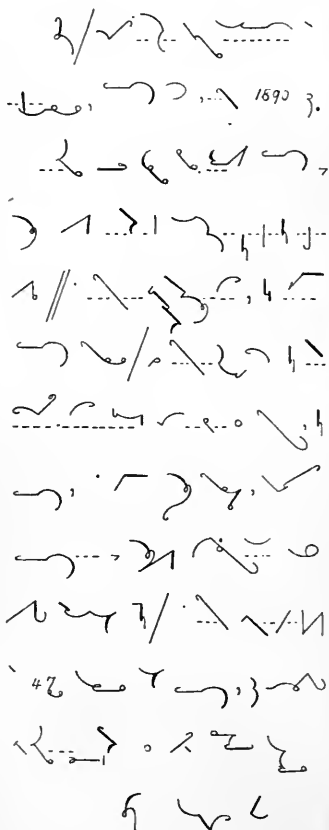
I regret very much that the error was not discovered before the voucher was paid.

Yours truly,  
F. B ALLEN, *Agent.*

NEW YORK, May 8th, 1884.  
J. A. GRIER, Esq.,  
*General Manager, Chicago, Ill.*

(a). A junction not likely to be at first thought of, but practical as well as pretty.

(b). *M* for *manager*, struck through *Jen*, to indicate a contraction.



Dear Sir :—Returning herewith papers in claim of Downing & Sons, Kalamazoo, Mich., No. 1890, would say :

Shippers gave us this business supposing that we could reach Kalamazoo, and the West Shore Road, billed it in error to Detroit at Detroit town rates.

The property should have been billed by the West Shore Line, divided on the regular Kalamazoo per cents. As the property was forwarded from Detroit by Mr. Reeve's Line, I have no doubt he will accept as proportion, Detroit to Kalamazoo, the regular West Shore Line percentages, Port Huron to Kalamazoo and the West Shore Road will pay its proportion of any necessary reduction between New York and Detroit.

The property should be charged at the rate of 47 cents, first class, New York to Kalamazoo, as it was a misrepresentation on the part of the shippers in securing a bill of lading as rough skylight glass, fourth class.

Yours truly,  
F. B. ALLEN, Agent.

PITTSBURG, VA., Sept. 27, 1885

J. S. CLAY, Esq.,

*Supt. of Construction Division.*

Dear Sir:—Upon examination<sup>a</sup> of your report of August 15th, regarding the amount of steam used at the premises of the Troy Apartment House,<sup>b</sup> it appears that their consumption of steam has nearly doubled within the eighteen months comprised in the report. I wish you would carefully examine the system in operation at their premises and ascertain—

(1). Whether such system is a good and economical one for the end to be accomplished.

(2) Whether the engine and its appurtenances are in good order and performing work at the best economy.

(3). Whether any addition has been made to the power in use since the introduction of the steam to the premises, which will account for a part or the whole of the increased consumption.

(4). Whether any steps can be taken (and specifying what, if any) whereby greater economy can be effected in the consumption of steam at the premises named consistently with the<sup>c</sup> objects of its use.

Yours truly,

GEORGE W. RAILWAY,

*Manager.*

(a). In writing the phrase *upon examination*, omit the En-hook of Pen as an impediment, or hindrance.

(b). Here omit the *n* of *apartment*, and use an offset for the hook of *h* in *Hays*.

(c). *Consistent the* is easily read as an abridgement of *consistently with the*.

13/86

207

2/5/11

1/11/11

6/1/11

2/1/11

3/1/11

4/1/11

5/1/11

6/1/11

7/1/11

8/1/11

PITTSBURG,<sup>a</sup> VA, June 13, 1886.  
WILLIAM HANDON, Esq.

*Real-Estate Agent, 207 Alleghany St.*

Dear Sir:—Yours of the 11th is received, in which you ask that we will cause an examination of the premises above-named to be made, as you believe the bills are much too high,<sup>b</sup> being considerably in excess of those charged for the same period<sup>c</sup> last year. I inclose herewith the report of our surveyor, who examined the premises agreeably to your request; from which you will see, that steam-pistons<sup>c</sup> on the pump are out of order and blow through, causing waste of the steam; and that he recommends that a new set of rings for the steam cylinders should be provided; and that the makers of the pump should examine the latter on the water end, to determine whether the inlet and discharge valves are in good condition. It is believed that compliance with<sup>d</sup> the suggestions of Mr. Charles Elder will result in much increase of economy in the consumption of the steam.

Yours respectfully,

ABIEL WHITTLESEY,  
*Engineer-in-Chief.*

(a). The name *Pittsburg* being familiar, we may drop the heavy horizontal.

(b). The fourth position is sometimes advantageously used to imply *too*, instead of *to*; as *1<sup>4</sup>, too high*. See the Dictionary.

(c). *Em* is in many cases advantageously widened to add *p* of a following word; as in *Ef<sup>2</sup>-Petoid-Semp-Ray-Dee*, for the same period.

(d). *With* may be readily supplied here. The following *the* (*Chetoid*) is conveniently added to the *Ens-circle*.

77 19/86

11 1942

1. 2. 3. / 4. 5. 6.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

NEW YORK, Oct. 19th, 1886.

Overcharge Claim, \$19.42.  
Frank McCain.

R. S. McALLISTER, Esq., Agent,  
St. Joseph, Mo.

Dear Sir :—All papers in above handed you herewith, again ; in reply beg to say, that the practice of estimating weight of fruit at 80 pounds per box was done away with some time ago, and all of the<sup>a</sup> roads from here are now charging actual weight.

I, therefore, see no possible way in which we can make settlement with Mr. McCain, except on basis of actual weight, 26,660.

This question has been before the Commissioner on several occasions, and each time he has refused to entertain the matter.

Therefore, it would be a waste of time for us to bring the matter before him again.

Please explain this<sup>b</sup> to Mr. McCain,<sup>c</sup> and ask him to change his bill to read on basis of 26,660 pounds, when we will have the matter put through promptly as possible.<sup>d</sup> Yours truly,

F. B. ALLEN, Agent.

(a). Ketoid (and); adding *all* by the El-hook; and adding *of* by the El hook; to which *the* is added by Retoid.

(b). That is, "plea'splain-this," omitting one of the s-sounds.

(c). See Mac in the Dictionary.

(d). Prompt[ly] as poss[ible].



---x---

2 10/86

217346/

Agent,<sup>a</sup> who has investigated the matter and from which it appears that our people were not given to understand anything<sup>b</sup> about the character of, or necessity for the transportation of the case in question by the passenger, and in accordance with our usual custom, he was referred to the express.

I am sorry he did not call for Mr. Moses, or did not state the case to the man with whom he was dealing, as we<sup>c</sup> certainly should have taken it<sup>d</sup> had the circumstances been understood.

Very truly yours,

J. K. WALLBRIDGE.

NEW YORK, Nov. 10th, 1886.

*Re Policy No. 217,346. Grace.*

EMERSON SANSFIELD, Esq.,  
Arendtsville, Pa.

Dear Sir:—Your favor of the 8th inst. with enclosures as stated<sup>e</sup> was duly received. In reply we would say that Mr. Grace is entirely in error as to his<sup>f</sup> rights under this policy. It is well settled under the general current of legal decisions that the title to a

(a). Accidentally omitted in the engraving.

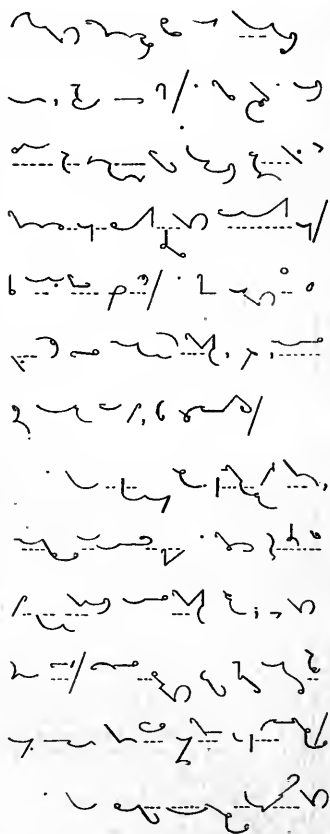
(b). *Were-not-given* (a compound negative verb) as naturally written as spoken together: to which join the dependent infinitive (*to understand*) omitting the *to* (easily supplied); then add the object, *anything*.

(c). *As* is adapted to *wēl*, for greater legibility.

(d). *It* added by shortening *Ten*, *taken*.

(e). *As*, *Iss*<sup>2</sup>, enlarged to add the *s* of *Stet* (a convenient duplicate form for *state*).

(f). *Spetsoid*<sup>2</sup>, *as to his*, may be well written *Ses*<sup>2</sup>, that is, dropping *to*, that *his* may be added by enlarging the circle.



life-policy from the moment of its issue is vested in the beneficiaries named, and they only can control it.<sup>a</sup> The person upon whose life<sup>b</sup> the insurance is written although he may have made the application for the insurance and although he may pay all the premiums under it, has no right to dispose of the policy nor any right under it. It is in the nature of a complete gift, and as such beyond his authority. The contract under the policy is, first, to pay Mrs. Grace, and in the event of her prior death, to his children; and in case there are neither wife nor children, then to his legal representatives.

The Company had no knowledge of his having had a previous wife, and children by her, and, in the absence of any communications to the contrary, the presumption was that he desired all of his children to benefit by the insurance in case of the prior death of his wife; and the policy was written accordingly. Mr. Grace accepted the policy without objection, and it having been<sup>c</sup> in force all these years, no change can now be made unless under the judgment of the proper court after due legal proceedings.

The Company has no objections to enter proceedings for a reversion of the policy - - - - -

(a). Trel<sup>2</sup>, control-led, may be shortened to add it.

(b). Life written with El to admit of joining.

(c). Ketsoid<sup>2</sup>, and as, adding s of such by enlarging the circle.

(d). Omitting the ing-dot, to prevent breaking up the phrase.

in accordance<sup>a</sup> with Mr. Grace's wishes, provided such proceedings are entirely at his own expense. The contract as it now stands under the information we have, runs to Mrs. McGregor, the daughter of Mr. Grace, as the sole beneficiary. The Company cannot legally pay the value of the cash dividend to another<sup>b</sup> person.

We regret that there should have been any complication in the case, but the Company has no option in the matter.

We return the inclosures received with your letter.

Yours truly,

ARCHIBALD BARTHOLDI,

*President.*

BOSTON, MASS , Dec. 12th, 1886.

DR. J. W. SANDFORD,

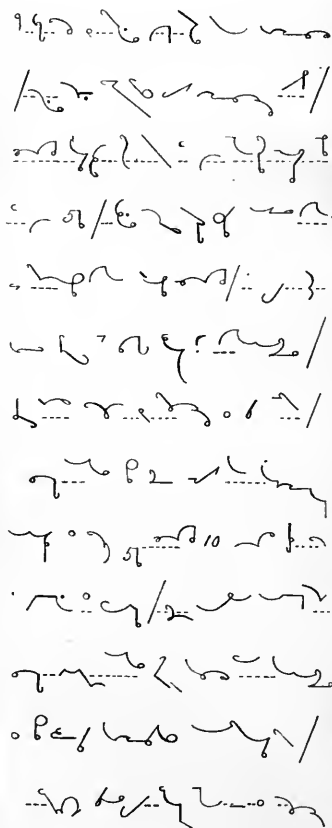
*Jamestown, Fla.*

Dear Doctor:—Yours of Dec. 8th declining to examine for us for a less fee than five dollars is duly received and contents noted.<sup>c</sup> Our circular sent you, though of recent date only, embodied what was already our custom as to the payment of medical fees, and we regret - - - - -

(a). *With* is very easily supplied, and its omission saves the breaking up of a phrase-sign.

(b). The consonant of *to* substituted for the vowel, to admit of lengthening for *thr=their, there, [an]other*.

(c). Ketoid<sup>2</sup> (*and*):Tents-Net (*contents noted*). The Ens-circle of *contents*, is not changed by adding Net. Tet-Iss-Net would have the circle on the other side of both letters.



extremely that you differ from us as to the proper fees allowed by this Company for medical examinations. Our fees are graded according to the population of the places where the medical examiners reside. In small towns and villages of less than three thousand population we allow a fee of three dollars, and in larger towns and cities we allow five dollars. These fees are based upon the difference which exists in the cost of living and all the prime necessities of life between cities and small towns. The rule was established after careful deliberation, and on consultation with several of the other leading life insurance companies. It has been almost universally accepted by our examiners as just and proper. The same difference in fees exists throughout the country, and where the fee for a medical visit in New York city is from three to five dollars, in small towns ten miles distant from it the regular fee is only two dollars. There would seem to be no reason in equity why the same difference should not be made in fees which are to be paid for examinations when for insurance companies as exists in the scale<sup>b</sup> of charges for medical services in other branches of practice.

We hope you will see the justice of the rule we have adopted, and continue to act as our examiner.

(a). Less downward, to join more easily with *than*.

(b). The In-hook has here a double advantage over the En-stroke: the In-hook joins more easily to Skel (*scale*), and does not take the latter from its proper position.

g m l r

— x —

r r 13/56

— v — w h /

[— v — 198,349 —]

2/510 — w — / — j —

— v — w — w — v

— z — 6 — v — — f — — s /

[— v — — — — —]

— v — — h — — — —

— v — — — — — p — —

— v — — — — — f — —

— v — — — — — c

(a). A stroke may be added to an Ens-circle, provided it does not bring the circle in the position of a simple circle. If to Jens you add Kay, you will have only Jays-Kay; but Jens-En differs from Jays-En.

(b). These initials if pronounced "Em-Dee," are best written as in the engraving.

Yours truly,  
ORLANDO JOHNSON,<sup>a</sup> M. D.<sup>b</sup>

NEW YORK, Oct. 13th, 1886.

G. W. BLENHEIM, *Memphis, Tenn.*

*Re(c) Policy No. 198,349. Johnson.*

Dear Sir:—Your favor of the 10th ultimo duly received. In reply we would say that the rule of the Company as to permits for residence in Memphis and vicinity is so well understood, that we can hardly imagine an agent would solicit insurance in that locality without stating the rule to the applicant. Without discussing the matter further in this case, and simply calling your attention<sup>d</sup> to the agreement in your application as to the statements made by you to the agent in communicating to the Company, in writing, in connection with the<sup>e</sup> application,—we would say that the Company is disposed under the circumstances as stated<sup>f</sup> by you, to endeavor to make some arrangements satisfactory to you, by which you may retain the insurance, in consideration of your having<sup>g</sup> resided at the South for a large portion of the last four years, and that you are to remain in Memphis, only - -

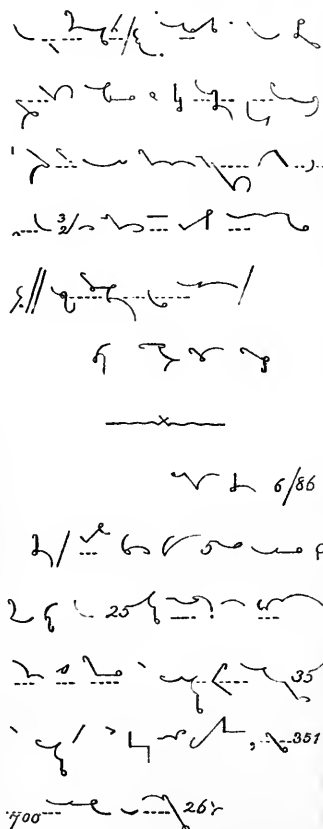
(c). *Re* for *in re*, is the Latin for "in the matter" [of]. Better say, "*Concerning*," instead of affecting a little Latin.

(d). *And simply call[ing] y[our att]ention.*

(e). *In [conn implied]ection [with] the.*

(f). Iss<sup>2</sup>, enlarged to add circle of Iss-Tet (a duplicate and occasionally convenient form for *state-d*). The general or regular form for *state* is Steh-Tee; like Steh-Pee for *step*, *stop*, etc., Steh-Kay for *stick*, *stack*, etc.

(g). *In [con]sideration [of] y[our] 'aving.* Notice the shaping of the Shou-hook, to allow the joining of *your*; that *your* is less slanting than usual, and that the Vee-hook on the curve is a little wider and longer than an En-hook—that it is an unclosed Steh-loop in shape.



for about three months of each year. Without waiving any of its rights, the Company is disposed to place your policy in the Southern class<sup>a</sup> as to dividends, if you desire to continue the full insurance; or upon your completing another year premium, a paid-up policy<sup>b</sup> will be issued for three-twentieths<sup>c</sup> of the amount, and permission given to reside in Memphis without change.<sup>d</sup>

After consideration please give us your further views in the matter. Yours truly,

GRANVILLE BIRDSALL,  
President.

St. PAUL, Dec. 6th, 1886

Dear Sir:—I received, this morning, your letter of the 5th inst., inclosing, as stated therein, your draft for \$250,000, and informing me that you will make another remittance, on the 1st prox., of \$100,000, which will be in full payment of 350 bonds, of \$1,000 each, of the Dakota & Midland R. R. Company, Nos. 351 to 700 inclusive, under my proposition of the 26th ult.

(a). Notice how Kels (*class*) is joined to the En-hook of *Southern*, namely by an offset for the hook; and, of course, the En-hook is less incurred than usually.

(b). Ped<sup>2</sup>:Pee (lapped), *paid-up*; to which compound adjective add the modified noun, *policy*.

(c). It is unnecessary in note-taking to write the separatrix of fractions.

(d). A paragraph is sometimes nicely indicated in note-taking, by a double period, rather than by making a paragraph in the notes.

Very respectfully,  
 THOMAS BROWN, *Treas.*  
 To JOHN HOPKINSON,<sup>a</sup> *President,*  
*New York, N. Y.*

HON. J. C. CHARLTON,  
*Pres. Dakota & Midland R. R. Co.,*  
*Fargo, Dakota.*

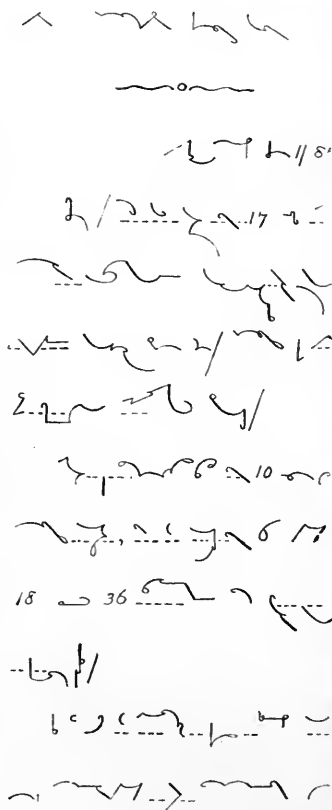
Dear Sir:—I inclose you letters from our Attorney, and our Engineer's map showing the line of right of way we desire from your Company. I wish to call your attention<sup>b</sup> to the importance of this matter, and to urge you to give it your consideration at the earliest possible moment.

This right of way secured,<sup>c</sup> there will be nothing to delay the construction of the entire branch, twenty miles, from Le Seuer to Chequamegon, and it would be completed by next May. Trusting that I shall receive an early and favorable - - - - -

(a). Here the Ens-circle of Pee-Kens is not altered by adding En in the way shown in the engraving. In Pee-Kays-En, the simple circle would come on the concave side of the En.

(b). The engraving shows how to make easy the junction between Ish and Kel. And here it is important to note, is illustrated another way of writing *call your attention*, namely, by writing Kel-Teeshon=*call [your] attention*; that is, by omitting, as a hindrance, *your*; rather than, as in page 67, omitting the *t* of *attention*, writing Kel-Yay-Enshon, a form better reserved for *call-ing your [Honor's att-ention]*.

(c). To distinguish Way-Iss-Ket from Way-Iss-Kret, let the Ar-hook offset elongate the circle a little.



(a) That is, *V[ice] Pr[esident]*.

(b) In railroad offices it would answer to write *Ter-Kel-Ing* for *track-laying*; *Ter-Kler*, *track-layer*.

(c) In writing the speech-phrase *at no very distant day*, the writer makes (so far as is convenient) a correspondent writing-phrase, breaking up after *very*, to

reply, I am,

Very respectfully,

THOMAS BROWN,

*Vice-President.*<sup>a</sup>

RED WING, MINN., Dec. 1st, 1886

Dear Sir:—Herein find, for your order No. 17, a draft on the Metropolitan National Bank for \$100,000, payable to the order of Benny, Parrey & Co., being the amount of their September estimate. I am surprised at the rapidity with which the track-laying<sup>b</sup> on the "River Division" is being done.

I filed to-day Swamp-Land List of Selections No. 10, and some of the land embraced in that list, particularly that in Township No. 60, Range 18, Section 36, is likely to become very valuable to the Company at no very distant day.<sup>c</sup>

It is with pleasure that I inform you that,<sup>d</sup> at last, I have succeeded in making an amicable arrangement by which Mr. Micawber will

avoid running too far below the line, and to give the hand a new impulse. Not because *Ver* would not join properly with *distant*, for, it would—*very* modifying *distant*, and *Ver* (with the heaviness kept on) running easily into *Dec*.

(d). This is an example of many phrases in which the conjunctive *that* is separated from its governing word by a pronoun; as, *inform you that*, *tell them that*, *wrote him that*, in all which it is desirable to keep up the current of writing correspondent to the speech. In such cases, *you* preceding *that* is sometimes written by *Yeh*, but more generally by *Yuh* joined as in the engraving.

of the meeting of the Executive Committee.

I have just received a telegram from Mr. Johnson, informing me that he will arrive in time to participate in the meeting of the Executive Committee.

I had a long interview with Mr. Gammon, of Quirk, Gammon, & Snap, this morning. He assures me that we have a perfectly clear and good case, and confirms the position I have held for the past two years. He endorses the opinion of the court in "Smith vs. Jones," reported in the *Federal Reporter*, June number, 1884, page 545. I think now, as does Mr. Gammon, that the proper course is to institute a suit against some one who has taken up one of our quarter sections, as a trespasser, asking for his eviction and the quieting of our title.

Very respectfully,

THOMAS BROWN,

*Vice-President.*

To JOHN HOPKINSON, President,  
New-York, N. Y.

(a). The *ing*-dot of this phrase might safely be omitted by the experienced writer.

(b). Dheth-Chetoid Lay-Ref should be made with Chetoid slightly slanted and the Lay quite slanting, so that the two may not interfere. Dheth-Chetoid-Ref would be allowable.

(c). Observe that but a portion of the hook of Teftoid is made here, in order that *I have* may be joined to *held*.

(d). Generally, it is best to write Spetoid for *is to*, *as to*, and then put following word in its place.

(e). As Pretoid for *of our* would be out of position here, it is better to omit the *of* and join *Ar* for *our*. Wen<sup>2</sup>-Ar, *one of our*; then add Kay-Werter (*quarter*), to which add *sections*.

(f). The *ing*-dot of this phrase might safely be omitted by the experienced writer.

(g). Dheth-Chetoid Lay-Ref should be made with Chetoid slightly slanted and the Lay quite slanting, so that the two may not interfere. Dheth-Chetoid-Ref would be allowable.

(h). Observe that but a portion of the hook of Teftoid is made here, in order that *I have* may be joined to *held*.

(i). Generally, it is best to write Spetoid for *is to*, *as to*, and then put following word in its place.

(j). As Pretoid for *of our* would be out of position here, it is better to omit the *of* and join *Ar* for *our*. Wen<sup>2</sup>-Ar, *one of our*; then add Kay-Werter (*quarter*), to which add *sections*.

succeed Mr. Perkins as a Director, at the annual meeting<sup>a</sup> to be held Jan. 1st, 1887.

I have just received a telegram from Mr. Johnson, informing me that he will arrive<sup>b</sup> in time to participate in the meeting of the Executive Committee.

I had a long interview with Mr. Gammon, of Quirk, Gammon, & Snap, this morning. He assures me that we have a perfectly clear and good case, and confirms the position I have held<sup>c</sup> for the past two years. He endorses the opinion of the court in "Smith vs. Jones," reported in the *Federal Reporter*, June number, 1884, page 545. I think now, as does Mr. Gammon, that the proper course is to<sup>d</sup> institute a suit against some one who has taken up one of our quarter sections,<sup>e</sup> as a trespasser, asking for his eviction and the quieting of our title.

Very respectfully,

THOMAS BROWN,

*Vice-President.*

To JOHN HOPKINSON, President,  
New-York, N. Y.

(a). The *ing*-dot of this phrase might safely be omitted by the experienced writer.

(b). Dheth-Chetoid Lay-Ref should be made with Chetoid slightly slanted and the Lay quite slanting, so that the two may not interfere. Dheth-Chetoid-Ref would be allowable.

(c). Observe that but a portion of the hook of Teftoid is made here, in order that *I have* may be joined to *held*.

(d). Generally, it is best to write Spetoid for *is to*, *as to*, and then put following word in its place.

(e). As Pretoid for *of our* would be out of position here, it is better to omit the *of* and join *Ar* for *our*. Wen<sup>2</sup>-Ar, *one of our*; then add Kay-Werter (*quarter*), to which add *sections*.







GREEN ISLAND, N. Y.,  
Feb. 1st, 1887.

CONRAD<sup>a</sup> INGERL, Esq.,

Dear Sir:—Relative to attached correspondence in regard to "grinding" car wheel treads, I would say that, in my opinion, the advantages gained by this practice are very much overrated.<sup>b</sup> I concede,<sup>c</sup> however, that a chilled wheel<sup>d</sup> that is comparatively new, and flange not too much worn, may be ground sufficient to remove flat spots of not more than two and a half<sup>e</sup> inches in length, without materially injuring the chill, providing the wheel is perfectly round, and bored exactly central. As it is almost impossible to secure these latter conditions, the process of grinding must of necessity leave the surface of tread of different degrees of hardness or temper. The diametric reduction necessary to remove a flat spot 2 1-2 inches long (assuming the wheel to be round and centrally bored), would be about 16-100 of an inch; but the variations alluded to might cause a further reduction.

the name, Red might answer for such syllables joined, as in Pref-Red, *prefer-RED*; Red-End, *REDundant-ce*. But in unfamiliar names, Red might be translated more properly *rat*, etc.

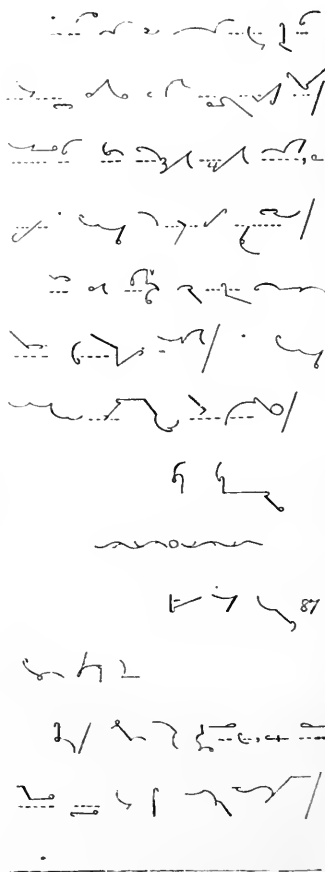
(b). Why not write Ver<sup>1</sup>-Ret? *Over-rate* is Ver<sup>1</sup> (*over*) plus Ray<sup>1</sup>-Tee; and you properly shorten the Tee for *ted*.

(c). Most conveniently written Tet-oid<sup>1</sup>, *I*; underwriting implies *con*; Sdee<sup>1</sup>, *-cede*. Or write *I* in its place and write Sdee for *concede*, writing either the *con-dot*, or supplying it in the reading. When *familiarized*, the briefest method here (as in ten thousand other cases) is the most legible.

(d). To secure a junction here, Wel (*wheel*) is written downward.

(e). In this phrase-sign, the *a* is omitted as an impediment.

(a). *Con* here is not like the prefix *con=with*. Therefore it is not entitled to be expressed by the *con-dot*. The syllable *con* here is properly written Ken, like other syllables of the sort; *cane*, *can*, *kin*. The syllable *rad* will be written most distinctly Ray Dee, as are *ride*, *road*, *rod*, etc. If familiar with



The loss of metal would not materially affect the durability of the wheel, if the ground surface were left exactly parallel to the original periphery. In the case of a wheel that has made from 30,000 to 40,000<sup>5</sup> mileage, as a rule the flanges are too much worn to justify grinding.

I am not certain that steel-tired wheels may not be trued-up more economically by grinding than by turning in a lathe. The flanges, in any event, would require to be finished by the latter process.

Yours truly,

THEODORE QUACKENBOSS.

DOVER, N. J., Feb. 3rd, 1887.

FOLSOM CHUZZLEWIT, Esq.,

Dear Sir:—I submit herewith detailed estimates of cost of Flat, Coal, Stock, and Box cars for the Toledo, Ann Arbor & North Michigan R. R. Co.

(a). How shall we treat this speech-phrase—*would not materially affect the*? We join *would not*, Wuh<sup>2</sup>-Net; disjoin *materially* from the preceding *not* (because it is not easy to join distinguishably a shortened and a lengthened letter without an angle between them); we write Ef<sup>3</sup> (*affect*) in its special position for greatest legibility; join *the*; and then disjoin *durability* (to avoid running too far below the line).

(b). Here work finely our two devices—a long slanting stroke joined to common figures, for *ty*; and *lth* as a word-sign for *thousand*. With which in the phrase "to 40,000," combines beautifully our device, the fourth position, implying the *to*.

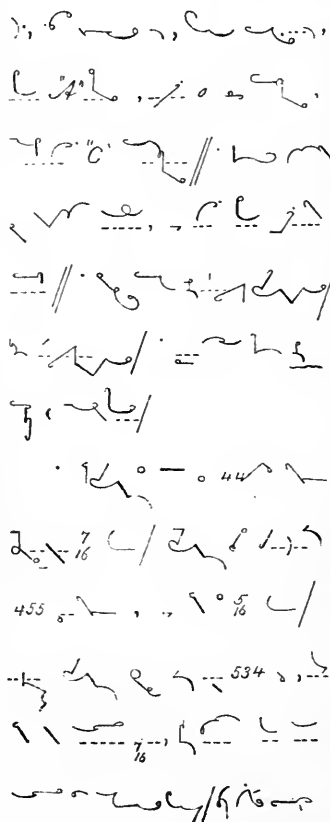
I wish to call your attention to the fact that these estimates are made under considerable disadvantage, as, although we have, on several previous occasions, compiled estimates for these cars, we have not, at any time, seen any drawings of them. There is, however, a comparatively complete bill of materials attached to the specifications, and our estimates have been compiled from these. Generally, there is reason to believe, however, that serious discrepancies may be found in these bills; and in the absence of more definite information, I have followed them as far as possible.

The board measurement of the lumber does not appear accurate in detail, though the total quantities per car are probably about right.

For the Box Car roof the bill allows only 611 feet. It is a double-board roof, and I have felt it requisite to increase that quantity to 770 feet per car.

For Flat and Coal Cars the bill allows 712 feet, which is not sufficient. I have increased it to 735 feet per car.

In regard to the quality of the lumber, I have estimated upon the use of our standard freight car grades; - - - - -



say, sills two corners heart, flooring one face heart, siding "A" strips, roofing first and second clear strips, and inside lining "C" Norway strips.

The dimension lumber would be comparatively unseasoned, and the lining, siding and roofing properly kiln-dried.

The specifications call for a standard or Hewitt journal bearings. I have estimated on Hewitt bearings. The exact meaning of the term "Standard," we cannot determine without an inspection of the drawings.

The weight of the channel bar is given as 440 lbs. per car, and it is specified to be 7-16 inch thick. A channel bar, such as we generally use, ought to weigh 455 lbs. per car, and the web is 5-16 inch thick. It would appear that the channel bar, as specified, should weigh about 534 lbs, if the web be increased to 7-16 inch; and it will weigh still more if any increase is made in the thickness of the flange.

Yours truly,

ALPHONSE AGRAMONTE.

CHILLICOTHE, OHIO,  
March 1st, 1887.

RODOLPHUS SEWELL, Esq.,

Dear Sir :—Referring to enclosed letter from General Manager of the Cincinnati Elevated Railway Company, in relation to sample trimmings left with this Company, for our guidance in the construction of their cars, I would beg leave to state that all this material was shipped back a week or ten days ago, consigned to the Railway Company, care Master Mechanic, No. 98 Vine Street, with the exception of one each top and side grab iron, one each inside and outside journal box guides, and one hand strap rail, which we have been unable to find, and which must either have been used in the construction of the cars, or scrapped, by mistake, after their completion. Bill for these items may, therefore, be rendered us by the Railway Company, and we will make settlement for same.

Yours truly,

CHRISTOPHER HELLAWELL.

WEST ALBANY, N. Y.,  
Feb 3rd, 1887.

EUGENE SWARTZ, Esq.,

Dear Sir:—I am in receipt of your favor of 9th inst., relative to proposed changes in the nine coaches still to be built for the Kana'wha & Ohio R. R. I understand that we are to retain the Challender trussing, as well as the present form of hood, and their standard platform; and that we are to make no change in the framing, except where necessitated by having square window-tops and door-tops. I also note that the interior finish is to be of cherry, and is to resemble the Newport News & Mississippi Valley cars, including similarity of basket racks, heading and decoration. There is to be a ladies' toilet room provided at the opposite end from the gent's closet. Yours truly,

HOWARD BRYANT.

2/3/87

792

1/1-49 6

1/2 - 1/2 - 1/2 - 1/2 - 1/2

2-1-2

2.  $\gamma \sim \gamma$

$$p_{\text{---}} \rightarrow \text{---} / \text{---} =$$

$\psi = \frac{1}{\sqrt{2}} (\phi_1 + i\phi_2)$

2015-10-15

2 16 1 2 3 4 5 6 7

5-14

(a). For the colon customarily following *Dear Sirs* and other words of address, the note-taker may use the slanting line commonly representing a period, but which may be used for a colon or semicolon. But, if the writer is needing to save every stroke he possibly can, he may omit it safely after

## AMERICAN WINDLASS CO.

SCHOONER WILLIAM WILSON,  
BOSTON, March 1st, 1887.  
MESSRS. EMERY & CHENEY,

Dear Sirs:<sup>a</sup>—I am pleased to inform you of the perfect working and my entire satisfaction with your Patent Elastic Chain Stopper,<sup>b</sup> which I have had in use, on board the above named vessel, for the past five months. I have given it some very severe tests,<sup>c</sup> and find it fully up<sup>d</sup> to any emergency. While at Galveston, I was compelled to lay outside some two weeks, and during this time rode entirely by the Stopper, with a single chain of thirty fathoms. During this period we experienced two or three heavy blows from the south-east and north; and the ease with which the vessel rode was remarked by all on board.

I was compelled by stress of weather to put into Cape Ann on the outward passage, where we rode out a very severe gale with one anchor and chain on the Stopper, the other anchor being disabled.

*Dear Sirs*, and similarly-used words of address.

(b). If a special contraction should be desired, phonographically express in briefest distinctive manner the initials—*p. el. chn-st.*

(c). In this speech-phrase—*I have given it some very severe tests*—it is necessary to disjoin after *very* and also after *severe*. Though *very* modifies *severe*, the junction is impractical; and though *severe* modifies *tests*, we cannot join the two words; that is, not practically, having reference to ease of junction, lineality, and speed.

(d). *Fully* modifies *up* here, and the words are as naturally joined in writing as in speaking.





*To whom it may concern:*<sup>a</sup>

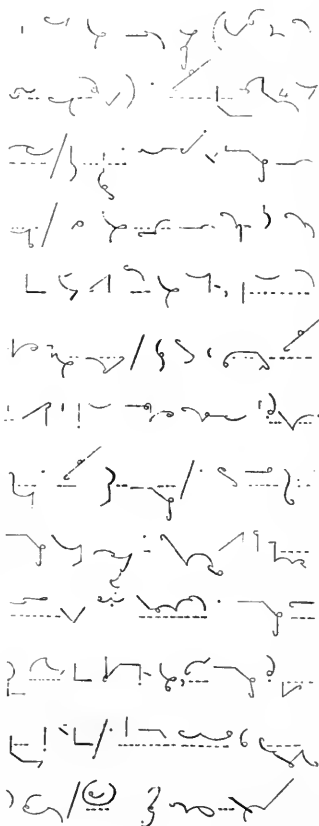
The schooner "Hero," of —<sup>b</sup> tons measurement, on Dec. 20th, 1879, became jammed in the draw to our freight yard draw-bridge. The power from an ordinary capstan windlass and a locomotive was of no avail.<sup>c</sup> The delay in closing the bridge was becoming a serious matter, when the steam tug "H. Chapel" was applied to<sup>d</sup> for assistance. Her method of doing the work was unique and simple. Making herself fast to lines ahead she backed down, took on board the schooner's hawser, which was made fast to her Patent Steam Capstan, and worked with an extraordinary power by connecting with her main engine shaft. It (the power) was applied so even and steadily that it could be hardly realized, the only evidence perceptible was the reduced size of the hawser, which, when passed out, measured six inches, - - - - -

(a). This style of address, which may be called a "statement form," gives sometimes a freedom that the "personal address" form would hardly allow.

(b). In transcribing, substitute the ascertained number or other equivalent of the dash, if so desired, or, in reading your notes, read the dash as "blank" so and so.

(c). To distinguish here *no avail* from *no value*, put in the initial dot of *avail*.

(d). A beautiful instance of lapping where joining would be impossible.



but when the vessel gave way under such strain (variously estimated from 500 to 1,000 horse-power), the hawser had become a solid bar of 4-inch manilla. It was at this point the unique working of the boat and Capstan came to notice. As the vessel gradually came out from the draw and was free from it, the tug forged ahead with her vessel in tow, took in her head lines and towed the vessel to her wharf. This was accomplished without slacking upon the hawser, or running out or taking in extra lines from the schooner, or ceasing of pulling during any time the hawser was attached to the Capstan. The explanation given us was this: the Capstan being attached to the main engine shaft, the propeller blades rotate with it, and at the moment the increased power is not needed, by a simple lever the Capstan gear was disconnected, leaving the tug its regular towing facilities, while the Capstan, ceasing to turn, had become the towing bitt of the tug. The time occupied in rendering us<sup>a</sup> this valuable service was less than one hour.<sup>b</sup>

(Signed) CHARLES W. ASH.

*Yard Master, Boston & Lowell R. R.*

(a). Here two valuable expedients are combined: The Ar-hook on En prefixes the *r* of *render*, and the *ing*-dot is dropped, in order to prevent adding the *us* by the circle.

(b). To prevent breaking up this phrase, the *than* is dropped, and we readily supply the word in reading *less 'one hour*.

$\cdot p \sim 24/72$

CETTE, Oct. 24th, 1872.

MONSIEUR<sup>a</sup> JULES E. LEGER,<sup>b</sup>

*Fecamp.<sup>c</sup>*

In reply to your letter upon the subject of the trial of the "Stopper" during my last cruise upon the Banks of Newfoundland, I can answer you that this system is the best invention that I have ever known to prevent rupture of chains. With this Stopper there is no need of using the claws, which is a marked advantage in heav[ing]-up-the chains. With wind and bad weather it is not necessary to pay out the same quantity of chain; I have never paid out more than 150 fathoms, when the vessels about me were on their full scope. Finally, I have never lost any chain. In a word, it is a great invention of great utility for fishermen.

VICTOR GALISSARD.

*Master of the three-masted schooner*

"Bayard," of Fecamp.

PHILADELPHIA, Sept. 30th, 1884.

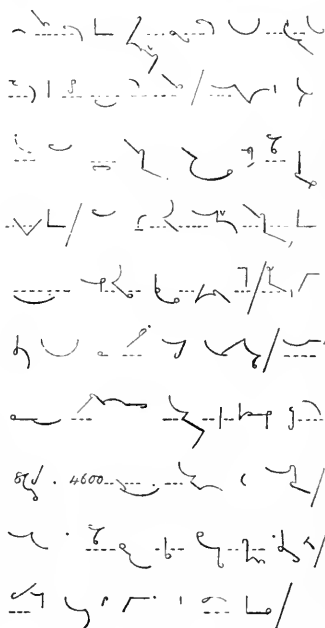
AMERICAN SHIP WINDLASS CO.

Gentlemen :—In answer to your inquiry, would say that the Steam Windlass - - - - -

(a). *Monsieur*.—Write the *m* by Em; the *o* nasalized (by the *n*), by waving the second-place heavy dash; then write the *s* by Es; then *ieu*=*ie* by Yuh (for *i*)-Tetoid for *é*. Usually, in French, a final consonant is silent. In *Jules*=*Zhu*, write *Zhay-El*, and the *é* pronounced through *öö* is written by a parallel dash in the first place. See Hand-Book, page 202. \$7; \$9, 3.

(b). Leger=Lezhā.

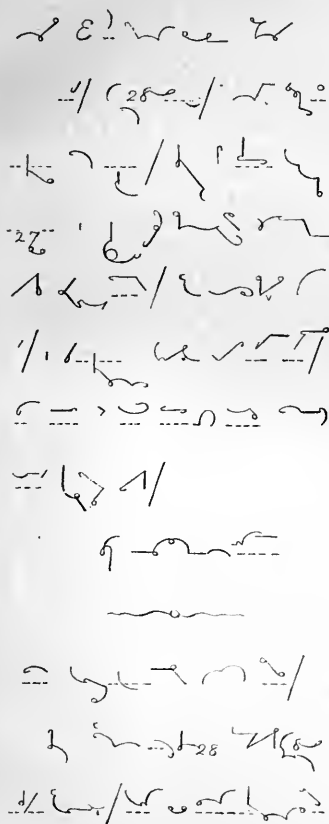
(c). In Fecamp=Feko', the *o* of the last syllable (nasalized by *mp* in French spelling, by an inverted comma in our phonetic spelling) is vocalized in our phonography by waving the dash-line.



made by you for our<sup>a</sup> tug "Geo. W. Pride, Jr.," has proved very efficient and valuable for us, and we use it constantly in our<sup>a</sup> ordinary business. In pulling a vessel off when aground, by dropping both anchors and starting the Windlass it doubles the power of the tug. When holding a ship in tideway, by dropping the tug's anchor instead of the ship's, it saves much labor and time. In stripping a wreck, it is very efficient as a hoisting engine for heavy loads. In getting the schooner "Robert Morgan" off the beach at Atlantic City, we took in her 8 000 pounds of chain and 4 600 pound anchor off the bottom without any trouble. In fact, the Windlass has paid for itself several times during the two years it has been on board. We recommend it for use on all wrecking or steam tugs.

GEORGE W. PRIDE & SON.

(a). In *for our* the Ar-hook for *our*, here best brings the phrase-sign into the *our* position; and thus distinguishing it from *Fer*<sup>2</sup>, *from*. In like manner *our* determines the position of *in our*, *Ner*<sup>3</sup>; *Ner*<sup>1</sup>, *near*; *Ner*<sup>2</sup>, *manner*.



(a). This is beautiful phrase-writing; on, the preposition being joined to spirits (to imply the Ar-hook, as in Jasper); of between nouns being omitted; and turpent' being written for turpentine.

MESS. E. C. PARMELEE, SONS & CO.

St. Louis, Mo.

Gentlemen:—Your esteemed favor of the 28th inst. to hand. The market on spirits of turpentine<sup>a</sup> is at present very doubtful. It is probable that<sup>b</sup> it will decline for a few days<sup>c</sup> to 27 cents, but at this season of the year<sup>d</sup> there is generally considerable manipulation of the supply, as it is likely to become reduced just before the new crop. We have intimations of considerable rise later on, but just at the present moment think you are safe to run on regular requirements. We will give you all the information we can, and also any "points" we may gather indicating the advisability of purchasing ahead.

Yours truly,

EXCELSIOR CHEMICAL & OIL CO.

MR. FABRICIUS FU GUISSSEPPE,

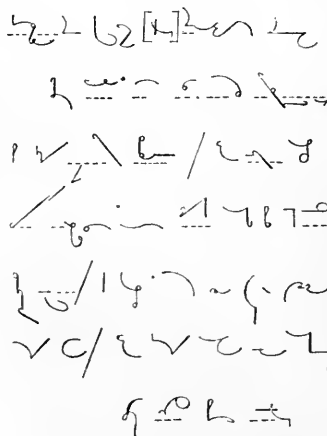
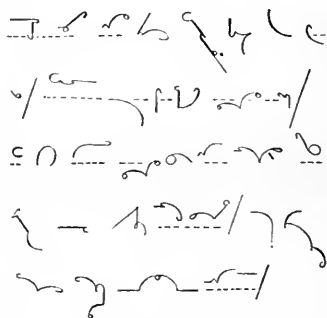
Limassoe, Cyprus.

Dear Sir:—We confirm ours of Dec. 28th, and acknowledge receipt of your esteemed favor of the 8th inst., contents of which we have carefully noted. If you will send us small type samples of the Cyprian, - - - - -

(b). It is probable that. It is here joined to the predicate *probable that*, where we break up in writing the remainder of the speech-phrase.

(c). For a few days. This phrase-sign omits the *a* as superfluous in writing, and also as difficult to join.

(d). Here we join, to the preposition *at, thi'* for *this*, to which we add *Ses-En* for *season*, and join *Yeh* for *year*, omitting the *of the* as superfluous.



Candian, and Syrian oils which you mention we would be able to speak definitely of their value to us. We would not care to order until we had shown samples to our trade. We would also like to have samples of the Sesame oil and very lowest prices on all the above, together with rates of freight and frequency of steamers. Awaiting your further favors, we remain,

Very truly yours,

EXCELSIOR CHEMICAL & OIL CO.

THOMAS JEFFERSON, Esq.

D. P. A., C. & N. W. R'y,  
Chicago, Ills.

Dear Sir:—When sending me salt orders please be careful to note the State or Territory<sup>a</sup> to which the property is designed to go. We have a number of instances where there are two stations of the same name on our road in different States, and it causes considerable trouble and confusion. Take for instance the order you sent the other day to Allen & Son, Aurora, Ill. We have an Aurora in Illinois and one in Dakota.

Yours truly,

ULYSSES STEADMAN,

G. F. A.

(a). Or territory. Where and is preferably written Ketoid, we may generally join or (by Tetoid, of course).

(b). That is, to where (Wer<sup>2</sup>) add there (by lengthening the straight line), and lap (rather than join) the added are required.

(a). The *McL* is best written here by *Em-Kel*; that is, adding by an *El-hook* the *L* to the *K* sound of *Mc*. See *Mac* in the Dictionary.

(b). Here it is well to omit *your*, and it is safe in such a familiar phrase to write "*ate'shon*" for *atenshon*.

(c). *Via*, the Latin word for *way*, in the ablative case, or relation, as here =

HUBERT McLAUGHLIN,<sup>a</sup> Esq.

Referring to correspondence relative to complaint made by S. M. M—— on account of shipments of freight from this city to Lincoln, Neb. being diverted, I would respectfully invite your attention<sup>b</sup> to statement of billing next attached, which shows that the property was routed *via*<sup>c</sup> Chicago. The mistake in my bill of lading<sup>d</sup> reading *via* "Council Bluffs" was owing to the fact that Mr. M——'s receipt had noted in the body "*via* Council Bluffs." The property was billed all right.

Yours truly,

LAWRENCE LUKENBILL,

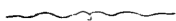
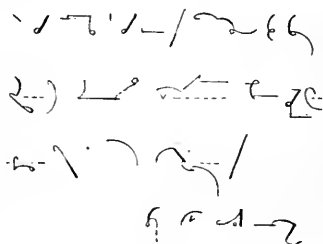
G. F. A.

PATRICK MCGONIGAL, Esq.

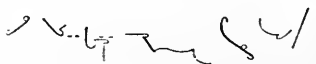
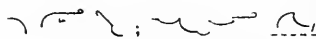
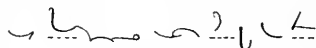
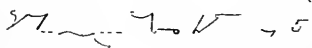
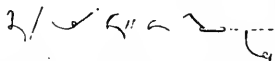
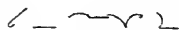
Again returning correspondence relative to shipment of a car of flour to Jones & Curtis, Des Plaines, from J. B. A. Kern & Son, of this city, I would say that Mr. Wesson, Mr. Kern's head man, positively assures me that they have not received any order from these parties nor have they had any correspondence with any one by the name - - - - -

*by the way* (of supplied). Being a foreign word, it is well to put in the accented vowel to make the reading easier.

(d). In many offices this phrase would be so familiar that its consonants may safely be expressed in the very briefest way; as *Bel-Eld*; that is, using *Bel* (instead of *Bee-Lay*) for *bill*; omitting the *of* (as frequently between two related nouns) and writing *Eld* for *lad[ing]*.



3/2/57



of Jones & Curtis or Jones & Co. Mr. Wesson thinks that this order was placed through their Chicago house, Meyer & Co., and as they carry a large stock of flour at all times probably the order will be filled from there.

Yours truly,

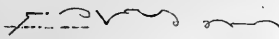
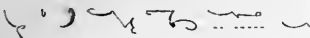
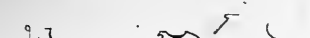


LOUIS SHIELD,  
Com'l Agent.

BUCYRUS, O., Mar. 2d, 1887.  
H. K. MACFARLANE, Esq.

Dear Sir:—Answering your favor of 11th ult., I beg leave<sup>b</sup> to advise you that we shall arrange to manufacture the window screens which you require for the five new drawing room cars, viz., three additional for each car, or fifteen in all. We will also see that cars leaving here in future are likewise provided; and in the event of any cars leaving the works before the additional quantity can be manufactured, they will be subsequently forwarded.


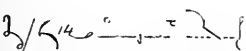




(a). An illustration of the occasional changing of a form for convenience of joining in occasional phrases. The general form for *stock* would be *Steh-Kay*, but as the *Steh*-loop would join but awkwardly with *Jay*<sup>a</sup>, the junction is made easy by substituting *Iss-Tee* for the loop. But observe that such occasionally convenient form would not require as the general (or regular) form *Iss-Tee-Kay*, instead of *Steh-Kay*. The most general principle of selecting forms is, to select the *briefest easily vocalizable form*; having to consider at times *similar words*, and the convenience of joining derivative letters.

(b). A very convenient mode of writing *beg leave*, that is, by using the briefest consonantal expression; as, *Bee-Glef*, *beg leave*; and the reporter, of course, is not so limited as the beginner is, to select easily vocalizable forms in such cases.



L 1983

Regarding omission of bell-cord hangers in the smoking-room<sup>a</sup> vestibule, I have pleasure in reporting that we<sup>b</sup> corrected this omission in the cars<sup>c</sup> now under construction, and have forwarded to your address the five hangers required for the cars<sup>c</sup> which left here unprovided with them.

Trusting this will be satisfactory, I am,

Yours truly,

HORNER SHOLLER.

CHICAGO,

April 15th, 1886.

CAMPBELL PRINTING PRESS AND  
MANUFACTURING CO.:

Dear Sirs:—Your favor of the 14th inst. is at hand, and we hereby state that we have bought two second-hand presses from you for bag work which we found entirely as you represented, and so well overhauled that our expectations were fully realized.

We remain, yours respectfully,  
LIPMAN & Co.

(a). It is an advantage here to prefix *in* by the In-hook (adapted to the position of the word *smoke*). The *the* and *ing* are omitted as impediments to the phrase-writing.

(b). *In* advantageously adds *re* (of reporting) by the Ar-hook; and the *ing*-dot may well be omitted so that we may join the dependent *that we*. Here it is well to break up and write *corrected* in its position, and joining its object, *this omission*.

(c). That we may join *cars* to *the*, we need here to write *Petoid* for the article. So also in the phrase *for the cars* below.

ML 15/86

h/1 . 2 2 1 7  
 c . - - - - - 3 4  
 2 3 - / - 2 3 - 4  
 2 3 - 2 3 /  
 2 3 - 2 3 4  
 - - - - -

R - 4/2/86

h/2/6 2 3 7  
 2 3 2 / 2 1 1  
 2 3 2 / 2 3 4  
 2 3 2 - - - 2 / 3  
 2 3 2 3 4 5 6 7

MIDDLETOWN, CONN.,

April 15th, 1886.

CAMPBELL PRINTING PRESS AND  
MANUFACTURING CO.<sup>a</sup>

Gentlemen:—The second-hand Hoe three-revolution press which we purchased of you last fall<sup>b</sup> has given us excellent satisfaction, and we can see no difference between its work and that of a new press of the same kind and make. You will please accept our thanks for the uniform courtesy extended to us by yourself and your employes.

We are, yours truly,

THE MIDDLETOWN PUB. CO.,

F. Alford, Treasurer.

LOUISVILLE, KY.,

April 2d, 1886.

CAMPBELL PRINTING PRESS MANU-  
FACTURING CO.:

Dear Sirs:—It is now about two years since we bought a large second-hand two-revolution Hoe press from your firm. We bought it without seeing it, entirely upon your statements and recommendations. It is proper to say that when we received it, it had been thoroughly overhauled, and has given us entire satisfaction. We have been using it steadily during the two years, and it does its work almost as well as a new machine.

(a). That is, Kay for Campbell, Pee for Printing, Pee for Press, and supplied, Em-Kay for Manufacturing Co.

(b). Las' written downward, to join easily to Fel, full.

4/17/86

Handwritten cursive examples of the figure "6" and the date "4/17/86" in various styles, including joined and unjoined forms, and variations in the use of the "tick h" for the letter "h".

Handwritten cursive examples of the figure "6" and the date "4/17/86" in various styles, including joined and unjoined forms, and variations in the use of the "tick h" for the letter "h".

2 7 75/86

Handwritten cursive examples of the figure "6" and the date "2 7 75/86" in various styles, including joined and unjoined forms, and variations in the use of the "tick h" for the letter "h".

FORT SCOTT, KANS.,

April 17th, 1886.

CAMPBELL PRINTING PRESS AND  
MANUFACTURING Co.:

Dear Sirs:—The second-hand press—a Cottrell & Babcock cylinder, 60 inch bed<sup>a</sup>—we bought of you under the representations made to us, that while it was second-hand it was in all respects as good as new. We so found it, and have run the press over a year, printing our mammoth weekly, and four pages of our eight-column daily at the same impression, and we are more than satisfied with our bargain.

Yours respectfully,

JOHN H.<sup>b</sup> RICE & SONS.

FRANKLIN, N. Y.,

April 15th,<sup>c</sup> 1886.

CAMPBELL PRINTING PRESS AND  
MANUFACTURING Co.:

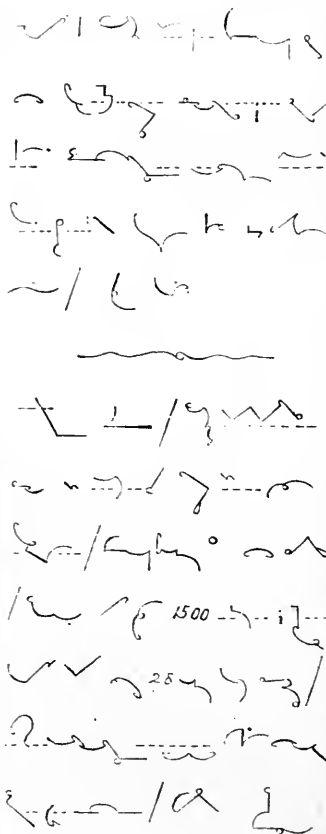
I take pleasure in stating that the Potter power press purchased of the Campbell Press Co., and which was thoroughly overhauled and repaired by that firm,<sup>d</sup> as agreed upon, has done excellent service, - - - - -

(a). Here the figure "6" is written up, so that *-ty* may be added by lengthening (see Hand-Book, § 274, *b*); to which add the word *inch*, and then *bed*.

(b). A good instance of writing a name-initial by the tick *h*—by Chetoid here.

(c). The first figure of a date may generally be joined with a little saving to the name of the month; as Jay-En-15; Ef-Bee-Thred, *Feb. 3rd*; Prel—"first;" Jenst, *June 1st*; En-Vee-Skend (or -2), *Nov. 2nd*.

(d). The preposition *by* (in writing as in speech) is naturally joined to its object, *that firm*.



(a). Dheedher will have the first length rest in the position 1—high enough so that the second length will rest on the line of writing, thus more clearly distinguishing Dheedher<sup>1</sup> (that thr) from Dheedher<sup>2</sup> (them thr, then thr, the other).

(b). We want—what? to say (depend-

and after running it nearly three years, I am satisfied that their<sup>a</sup> guarantee has been more than fulfilled; and did I wish to purchase a second-hand press to-day, would prefer dealing with the Campbell Press Co. to any firm I know of, feeling satisfied that I should be fairly dealt with and get the worth of my money.

JOSEPH EVELAND.

CAMPBELL PRINTING PRESS Co.,

Chicago.

We want to say to you that the<sup>b</sup> Potter power press,<sup>c</sup> second-hand (two years in use), which we purchased of you last May, fills the bill. Your guarantee of 1,200 an hour is more than surpassed. We have never run less than<sup>d</sup> 1,500 an hour and at full speed have run the Potter you furnished us<sup>e</sup> 2,800 an hour for three consecutive hours. We will say that no printing press company, in our opinion, will deal more honorably with the public than the Campbell company.

Yours respectfully,

W. J. T. WILKINSON.<sup>g</sup>

ent infinitive, to being supplied) to you (a dependent dative, to being supplied) that the (a conjunctive object of say).

(c). Not simply press, but power-press, and even more—Potter power-press.

(d). Less is better written downward, to join than easily.

(e). Yuh<sup>2</sup> (you) is easily joined to the verb Fren (furnished), to which add us by the circle.

(f). Here for compactness and ease of junction, the initial W is written by Brief Way.

(g). Here the circle is known to be Ens-circle, because the simple circle (Iss) would be on the other side of the Kay.

BALTIMORE, June 30, 1887.

E. W. HENDERSON, Esq.:

Dear Sir :—In reply to your favor of the 10th inst., we would say that we are satisfied that the snapping noise in your boiler is caused by the imperfect way in which it is connected with the range, and that the size of the boiler has very little to do with it. If you will be kind enough to send us a sketch of your boiler and range with the connections drawn from one to the other, showing the elevations of the pipes and sizes, we can then tell you just what the trouble is, and suggest a remedy. We would be very glad to sell you a larger boiler, but under the circumstances we think the trouble is somewhere else than in the size of it. All we want is a plain rough sketch in pencil, with the information as above asked for.

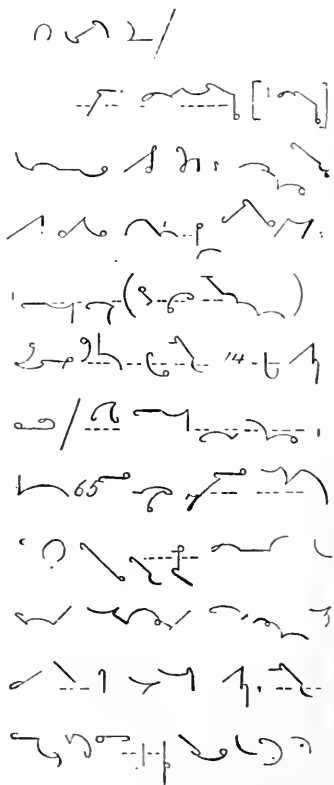
Yours respectfully,  
LIVERMORE & HARDWICK.

7/10/87

Boston, July 10th, 1887.

LEWIS VANDERVEER, Esq.,

Dear Sir:—Regarding steam heating apparatus for Mr. King's residence, there is little doubt but all the main rooms provided with radiating surface will be warmed satisfactorily with our principles of arrangement, but to guarantee to warm them (except the saloon and billiard-room) we shall increase the size of the hot air flues, and provide fourteen additional radiator sections. We will then guarantee to warm the rooms to a temperature of 65°, and main halls to 70° in *zero weather*. We also propose to provide a suitable steam coil for plate warmer in the butler's pantry, warming the maid's room in the third story by direct in lieu of indirect radiator; and provide galvanized iron screen at outside openings for fresh air.



6 --- 186 --- 1 --- 9  
 > 16 --- 323 1/

6 --- 1 --- 1  
 ---

7 12/87

--- 1 --- 1

--- 2 --- 7

2: --- 1 --- 1 --- 7

1 --- 1 --- 1 --- 7

4' --- 1 --- 1 --- 1 --- 1 --- 1

6/ --- 1 --- 1 --- 1 --- 1 --- 1

1 --- 1 --- 1 --- 1 --- 1 --- 1

7/ --- 1 --- 1 --- 1 --- 1 --- 1

This will make our price \$180.00 more than stated in our proposition of the 16th ult., and the total, \$3,230.

Yours respectfully,

MARTIN & TONCONOGY.

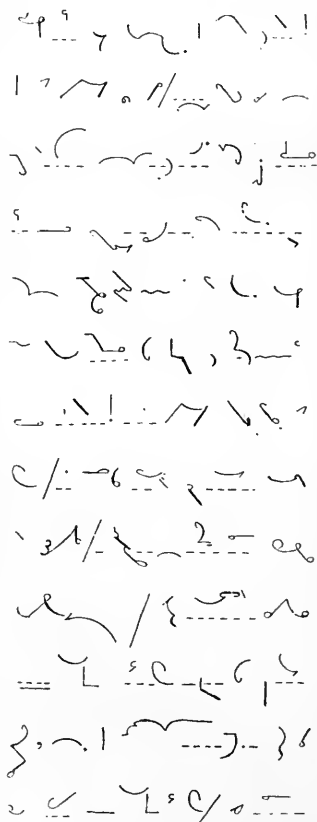
NEW YORK, July 2nd, 1887.

Capt. W. F. STORMS,

*Military Academy,*

*West Point, N. Y.*

Dear Sir:—I can make for you a box, quadrangular in shape, the side six inches, and to hold hot coals, with a handle on one side, or to be attached to something for the purpose of drawing it about the floor. The cost of this article complete would not exceed \$50. About one-fourth of the expense would be in a pattern to make the casting from. It occurs to me that a plate about the same size, polished - - - - -



on one side, with a handle for moving it, might be used by tying it on the range as you suggest. To made the operation certain, make a pan of lighter material, using sheet iron to contain the hot coals, with a cover to prevent the ashes from flying about the room, and place this upon the plate—the plate having no side and not being a box, then it could be used either way—with coals or by heating the range before placing on the floor. The cost of this when complete, would be in the neighborhood of \$30. I would be pleased to make either kind described as soon as possible after receiving the order. I think that in grinding the surface to come in contact with the floor, it would be well to take off the sharp edges, making it a little more like a shoe, so that the edges would not really come in contact with the floor. The first described - - -

— — — — —, 18 x 24

6, 3, 125; — — — — —

— — — — — 15 / — — — — —

110 — — — — — / — — — — —

— — — — — 16 / — — — — —

— — — — — 17 / — — — — —

— — — — —

Y 16 87

— — — — — 56 — — — — —

— — — — — 16 — — — — —

56-3-10 — — — — — 12 / — — — — —

— — — — — / — — — — —

— — — — — 16 / — — — — —

article—a box for coal, 18x24 on the face, would weigh about 125 pounds; if the bottom is one inch thick, possibly 150 pounds. The bottom without the side will weigh 110 pounds. A few pounds one way or the other will not make much difference in the price. Hoping to receive your order, which will have prompt attention,

I am, yours truly,

STORMONT A. BATCHELER.<sup>b</sup>

NEW YORK, 16th Dec., 1887.

Mess. SNIFFEN, BROWN & Co.,

56 Hall Street,

London, E. C.<sup>c</sup>

Dear Sirs:—We beg to hand you herewith the bill at 60 days sight, for £566-3-10 drawn by Mess. T. C. Jones & Co. on Mr. Wm. S. Lester. Will you do us the favor of having it accepted, and place proceeds when paid to our credit with your good selves.

We remain,

Your obedient servants,<sup>d</sup>

Z. BROMLEY, SON & Co.

(a). The *or the* omitted as an impediment to the phrase-writing.

(b). The proper name *Batcheler* should not be written by the sign of the common noun *bachelor*. An initial *A* is well represented by the *a-n-d*-tick in names that are familiar.

(c). To indicate the initials *E. C.*, instead of *East Centre*, write phonographically *E. Cee*.

(d). Omit *your* here as an impediment to a desirable phrase.



About January 1st, we will issue an edition of twenty-five thousand copies, which we will distribute to our guests by mail when required, to hotels, and 6,000 will be distributed by the New York Central & Hudson River Railroad to incoming travelers.

The N. Y. C. & H. R. R. R. has already contracted for several advertising pages. If you think it would pay you to put your advertisements directly into the hands of 25,000 travelers, let us hear from you soon.

We have already distributed 50,000 of these books, and though we have always been large advertisers, we can honestly say that they have brought us more business than any other medium we have ever tried. The books are kept and read.

This hotel, as you know, has what is called transient trade. During the past twelve months we entertained from 156 to 196 guests per day, and they all came to the city with money to spend.

c ——— b/16 257  
 b : ——— 257/  
 ———  
 ———  
 ——— [L] ———  
 ——— C! ——— 21  
 ——— 1. ———  
 ——— / 8. 750 ———  
 ——— 8/8 16/  
 ——— 2 ———/  
 ——— 16/

We guarantee the number and distribution. Rates for 25,000 edition;—one page, \$50.00; half page, \$25.00.

Very truly yours,

KALBFLEISCH & BAMBERGER.

MR. BATTURS:

Dear Sir:—After the conversation with you on Friday morning, in regard to teas, Mr. ——— remembered we had in stock a very choice Formosa Oolong tea, and a much finer quality than is usually sent for hotel use, but as as you spoke of wanting something of this kind, I have taken the liberty of adding one case to your order. This will cost you 75c per pound, but if you should not wish to retain it, please return the package at our expense. We think, however, it will please you.

We have a little more of it in stock, should you desire to have it.

Yours respectfully,

ANDREW DANIELS

----- 1/87

2 2 2 2 2 /

2 5 10 15 20 25

4 6 8 10 12 14 16 18 20 22 24 26 28 30

3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

CORNING, IOWA, May 1, 1887.

CHAS. BALLOU, Esq.,  
Constantinople, Turkey,  
Europe.

Dear Sir:—Yours of the 18th ult. is just at hand, enclosing draft for \$4,000 to be invested in loans at 6 per cent. per annum. We will endeavor to get them completed and forward them to you at the earliest possible moment.

We shall be glad to arrange to furnish you reference through the Imperial Ottoman Bank, of your city, if we can do so. We think that bank is the correspondent in your place, of Messrs. Knauth, Nachod & Kühne, of New York city, foreign bankers, who have correspondents in all parts of the East, and through whom we have for years drawn foreign exchange. It will require a little time to arrange these references, but we can probably get the matter adjusted without any great delay.

We note your request to have published for your use and at your expense, 1,000 pamphlets in English

• 5 7 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

and 5,000 in French, advertising our loans and recognizing you as our only agent for Turkey, etc., all of which will have our attention.

Yours very truly,

LEWIS SPENCER & Co.

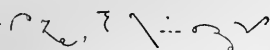
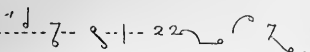
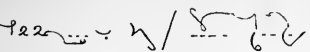
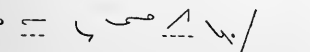
Messrs. JONES & Co.,

Beaver Street, City.

Gentlemen :

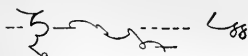
La Bretagne, July 11, 1887.

As included in this entry were fifty cases of Paris peas, from J. Dumagnon, we think the greater part of the increase results from liquidation not accepting tins and charges as invoiced. Recently the General Appraiser decided to average the tins and charges on Paris peas, free on board at Havre, at francs 22 per case of 100/2. The invoice calls for francs - - -

24.25   
  
  


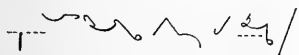






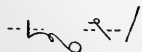












24.25 less 7 per cent., and we think probably the examiner's return on the tins and charges has been at 22 francs less 7 per cent., instead of 22 francs net, as it should have been. Please look into this, and, if our theory is correct, have the increase righted before paying it.

Very truly yours,

A. A. DURVILLE.<sup>a</sup>

NEW YORK MACHINE SHOPS OF THE  
CAMPBELL PRINTING PRESS AND  
MANUFACTURING Co.

January, 1888.

Gentlemen :—For the past few months we have been engaged in fitting up<sup>b</sup> a machine shop in this city for the better accommodation of our many patrons, and we are now prepared to do any kind of printing-press repair work on the shortest<sup>c</sup> notice.



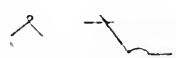
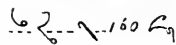
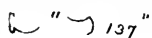
Our plant is entirely new, and of the latest improved machinery, and our machinists experienced men familiar with every description of press.

Adam's presses a specialty.

(a). See Hand-Book, page 206, § 24 Graham's "Extended Alphabet," No. 24, a vowel like *é* pronounced through the lips in the position for *ōō* (as in *boon*). To indicate that the vowel is to be read between the consonants, write it in outline, say in an ellipse. Observe how the two initial A's are written by Ketoid-Tetoid.


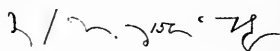

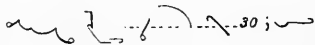

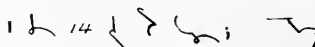
(b). Omit the *ing* as preventing a desirable phrase.

(c). Omit the *t* of *est* so that you may join *notice*.



240/88

To parties contracting with us by the year for all their work, we will give a liberal discount on monthly bills.

Respectfully,  
CAMPBELL PRINTING PRESS & MFG. CO<sup>a</sup>  
Office and shops:

No. 160 William street.

Telephone, "Nassau 137."

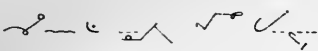
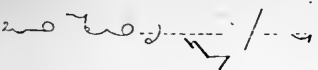
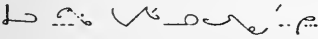


NEW YORK, Jan. 10, 1888.

Mr. JOSEPH F. \_\_\_\_\_

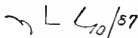
Reims, France.

Dear Sir:—Confirming ours of the 15th ult., we acknowledge receipt of your letter dated December 5th, with enclosures: Under cover dated December 7th, certified invoice and duplicate account charges order No. 30; under cover dated December 12th, bill of lading for orders 29 and 30; under cover dated December 14th, duplicate bill of lading for the same; cable message - - - - -

(a). As this name will soon be familiar to the reporter, he may safely contract it still more than on the preceding pages, reducing the name to the initials of the principal names; as, to K(=C). P. P. M. K., writing them in a phrase, K:P-P-M-K. The intersection aids the reading.

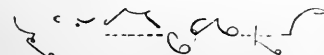
  

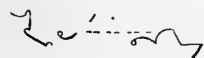













Messrs. — evade an exact reply to our requests relating to completing the<sup>a</sup> 200 cases, and introduce unnecessary issues about breakage. To end the discussion, we will not press for refund of excess 1 per cent. on last shipment, but hereafter prefer that on less than 200 cases they be allowed only the regular discount of 4 per cent.

Very truly yours,

HARTFORD, CONN.,  
Jan. 10, 1887.

BENJAMIN RAWSON, Esq.

Dear Sir:— We duly received your favor of 4th inst., and in reply beg to thank you for your offer to furnish us with butter; but, as we have already arrangements existing for all the supplies we need, we are unable to avail ourselves<sup>b</sup> of your services at present, and will therefore<sup>c</sup> not trouble you to send on the<sup>d</sup> sample package —

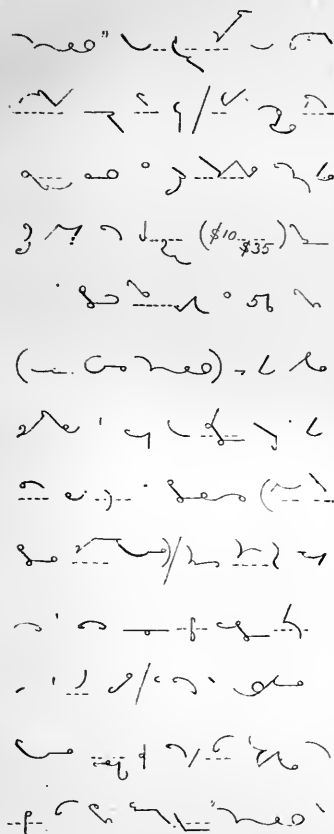
(a). A beautiful instance of combining devices: *Rel<sup>2</sup>, rel[at]:ing complet<sup>4</sup>:ing* implied by writing the tick in its place.

(b). *Our* added to *avail* by enlarging the hook, and *selves* added by *Ses*.

(c). *Ket.oid-Lay*, and *will*, lengthening to add *thr*, to which add *fore* by an *Ef-hook*.

(d). *On* belongs with *send*, and the belongs with *samples*.





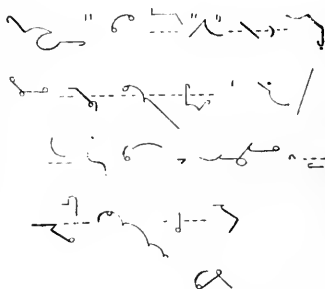
- - - - - "Reminiscences" being a valuable historical record, no well-equipped library can be complete without it. That our most generous offer has proven successful, is abundantly shown by the reports from our agents, their commissions ranging from ten to thirty-five (\$10 to \$35) dollars per week.

The subscription price to the *Review* is five (\$5) dollars per year (including Lincoln's Reminiscences), and the agent receives 20 per cent., or one (\$1) for each subscriber obtained, the agent simply sending us the subscribers' names (written by subscribers on our regular blanks). So you can easily see that an energetic man or woman can secure,<sup>a</sup> at the least,<sup>b</sup> one subscriber each hour he or she works. We furnish all necessary circulars,<sup>c</sup> blanks, cards of introduction, etc., free of charge, while, if your references are satisfactory, we will supply you with a copy of the book, "Reminiscences of -

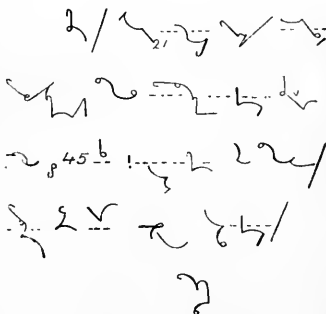
(a). Omit the *n* of *can* here, so that it may be joined to *Sker. secure*.

(b). Here the *the* may be safely omitted so that it may be written by the brief sign *Telst<sup>3</sup>*, at (the) least.

(c). *Necessary circulars*. --The large circle may be considered a triple-size, and the form as *Enses (neces)-Iss-Ray-Kler (circulars)*. Or the large circle may be considered *Ses*, one of the circles being omitted, as if *nes' serkularz*.



11/87



6-5-

Abraham Lincoln," as well as a copy of the *Review*, to be used in obtaining subscribers, and to be considered as our property<sup>a</sup> until returned or paid for.

If, after reading this letter and the enclosed circulars,<sup>b</sup> you conclude to give the business a trial, let us hear further from you at once, and oblige.

Yours respectfully.

YOUNGSTOWN, March 11, 1887.

Dear Sir:—On February 21st our engine No. 70 in passing the place where your tram-road swings across our track damaged its pilot and front end to the extent of \$45, owing to the fact that the tram was not swung clear. Please say whether we shall make bill against your company<sup>c</sup> for this damage.

Very truly yours,

*Div. Supt.*

(a). *As our property.*—As adapted to Ar<sup>3</sup> (*our*, which determines the position)-Per-Pee (*prop.*)

(b). *Enclos[ed] circulars.*

(c). Here omit (as an impediment to a phrase) the *n* (or *ns*) of *agai's*=*against*.

Y / M 5/87

YOUNGSTOWN, O., Mar. 8, 1887.

Dear Sir:—Yours of February 26th in regard to emergency service charged by one of your lines to another<sup>a</sup> in case of using the track for trains of one over the other, has been received, and I am perfectly willing to make the arrangement with you<sup>b</sup> that each of us<sup>c</sup> shall charge to the other these rates for such service at any time that one may need the use of track of the other, and I shall make bill in accordance therewith for the train run for you a short time since.

Very truly yours,

*Div. Supt.*

Y / M 5/87

YOUNGSTOWN, O., March 8, 1887.

Dear Sir:—In regard to track at ——— referred to in your letter of March 2nd; Mr. ——— informs me that during my absence in ——— he fully acquainted you through Mr. ——— with all the facts in the case, giving tracing showing condition of affairs and also -----

(a). Tee being lengthened adds *thr*=*other* in this case, *an* being supplied. Thus we get a fine phrase-sign for *to another*, instead of the *cs* Petoid<sup>2</sup> Endher<sup>2</sup>.

(b). *To make what? To make [an] arrangement-with-you.*

(c). Chay<sup>1</sup> (*each*)-Ef-hook (*of*)-Iss-[*us*].

(d). The blanks in this dictation are left by the employer to be filled up by the clerk. An example of many dictations.

2 / 1 / 1 / 1 /  
 1 / 1 / 1 / 1 /  
 1 / 1 / 1 / 1 /  
 1 / 1 / 1 / 1 /

2 / 1 / 1 / 1 /

1 / 1 / 1 / 1 /

2 / 1 / 1 / 1 /

2 / 1 / 1 / 1 /

1 / 1 / 1 / 1 /

1 / 1 / 1 / 1 /

1 / 1 / 1 / 1 /

1 / 1 / 1 / 1 /

1 / 1 / 1 / 1 /

an estimate of what repairs would cost. The frog has already been put in but no authority has been given us to go ahead with the repairs. Our agent at \_\_\_\_\_ thinks these repairs should be made so that we can haul in<sup>a</sup> their material.

Very truly yours,

Div. Supt.

YOUNGSTOWN, O., Mar. 21, 1887.

Dear Sir :—Enclosed I send you a letter from Mr. \_\_\_\_\_ calling attention to condition of river bridge at \_\_\_\_\_. While I do not know that there is any immediate danger, still the matter is one which I think should be called to the attention of Mr. \_\_\_\_\_ to determine what is the proper thing to do in the case—whether to remodel the bridge or take out the present one and put it in some part of a bridge where light engines are used and where span can be made to fit, and replace it with a \_\_\_\_\_

(a). As the *in* here belongs with *haul*, it would be properly joined, but for greater legibility by disjoining. In many cases some prepositions are adverbs modifying verbs; as “call-on, dried-up, haul-in, run-over, turn-around, run-in,” etc.



87  
19

YOUNGSTOWN, O.,

February 19, 1887.

Dear Sir :—As has sometimes been in the past, and is likely to be in the future, our Company may want to use your tracks for running<sup>a</sup> its passenger trains for a short time, or your Co. may want to use ours for the same purpose. I think it well that we should agree on a uniform price to be charged for such service so that at any time in case of accident, arrangements could be made for you to use our road, or us to use your road on short notice by wiring Train Dispatcher's office, and I would like to know your views in the matter as to price you would be willing to pay and receive for such service. My own idea is that the price should be so much per engine and so much for each car, and in addition the cost of pilot or pilots and the actual cost of such supplies in the way of fuel, water, or oil as it may be necessary to furnish. Be kind enough to give me your views in the matter, and oblige

Very truly yours,

*Superintendent.*

(a). The *ing*-dot if written here would require a full-length *Ren*, a lifting, a dot, a lifting, and *Tees*<sup>2</sup> more than with the form in the engraving.

## SOUTHERN PROGRESS.

Some interesting statistics of the progress of the South within-the-last-decade<sup>a</sup> have-been-given by-our enterprising contemporary, the *Chattanooga Tradesman*. The item of population is-an interesting one, showing-the<sup>d</sup> percentages of increase among-the white-and-colored-people. The white-population is-given at 11,361,996 and-the colored at 6,194,924. Thus, little-over<sup>f</sup> 64 per cent. of the population is white. The relative-population<sup>g</sup> of white-and-colored-people is more-favorable to-the<sup>h</sup> former than ten years-ago. Politically-and-socially<sup>i</sup> considered this-is an-improvement. This-is for-the whole South. State-analysis<sup>j</sup> is-not-given. While-the general-population of this-section of the country<sup>k</sup> has-increased 20-per-cent., the assessed wealth.....

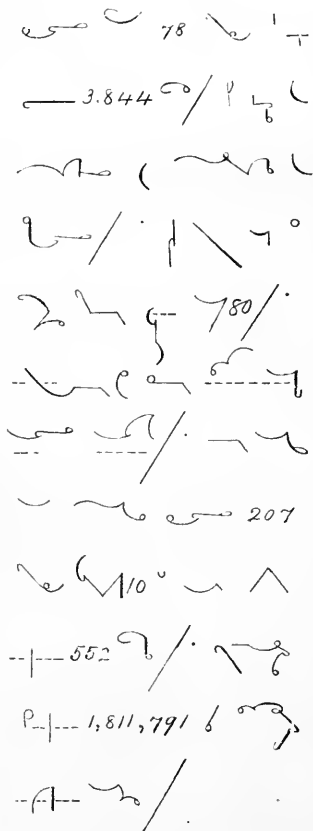
(b). *Have been given*—Ven2-Gay ; — which is writing together the parts of a compound verb as naturally as you speak them together. Ven2 is a beautiful word-sign introduced by the Hand-Book.

(c). *By our*—Bee1, by plus Ar-hook (for our.)

(d). *Showing-the*—illustrating our improvement, the writing the *the-tick* in the place of the *ing-dot*, which is thus implied.

(e). *White and colored people*.—This is an interesting illustration of our improvements—the Brief-Way joined at the beginning ; enlarging El-hook (as of Kel) to add *r*, as of *or* in *colored* ; and writing the present tense (as of *color*) for the past tense or participle (as *colored*). The Old—the Pitmanic—mode

(a). *Within what* ? “ Within-the-last-decade.” The preposition (*within*, in this case) naturally calls for the object—“the last decade,” in this case. The vocalization of *decade* is hardly necessary, as the mere utterance of the syllable-names, Dee-Ked, is almost the utterance of the word, *decade*.



of writing this phrase was wi-Tee (white), dot (and), Kay-Lay-Red (colored), Pel<sup>2</sup> (people); that is, eight strokes and three liftings for four words; which the Standard Phonographer writes with five strokes: Weh-Tee-Ketold-Kler-Pel. See how repeatedly the convenient

has increased nearly<sup>l</sup> 78 per-cent. or to-an aggregate of \$3,844,000,-000 State and-county-debts have materially-decreased, though municipal-debts have considerably-increased. The total public indebt- edness is very-much-less per cap- ita than - what-it - was<sup>m</sup> in 1880. The banking-capital of the South has-kept slightly in-advance of the increase in-wealth. The cap- ital invested in manufactures<sup>n</sup> has- increased 207 per-cent. within-the period<sup>o</sup> of ten years, now repre- sented at \$552,000,000. The number of cotton-spindles is- stated<sup>p</sup> at 1,811,791, which-is somewhat - more - than - has-been- generally<sup>q</sup> allowed in-estimates.

Weh-Tee occurs in this article, and how much better it is in every way than the Old-style wi-Tee.

(f). *Little-over*, in which Lett (little) instead of the Old-style Let<sup>1</sup>-Lay—is naturally joined to the word (over) which it modifies.

(g). *Relative population*.—This phrase is beautifully written by the Standard-Phonographic Rel<sup>2</sup>, which is easily and naturally joined to the noun modified (*population*), which is safely contracted to *pop*.—This writing is not only quicker but more legible than the Old- stylo Ray-Lay-Tee-Vee Pee-Pee-Lay- shon.

(h). *To the*.—This illustrates beauti- fully our improvement, the implying to by writing the following word in the "fourth position"; as *the*-tick (Petoid in this case, for distinction's sake), in the fourth position, for "to the"; Tetoid<sup>1</sup> (the "a-n" tick) for "to a-n"; Tee<sup>4</sup>, to it; Chay<sup>4</sup>, to which.

(i). *And socially*.—With our improved



term Iss-Shel (instead of the Old Iss-Shay-Lay) for *socially* it is easy to join the *and*-tick.

(j). *State analysis*.—Nelses for *analysis* is a great improvement on the Old-style En-Elses.

(k). *General population of this section of the country*.—This is interesting

## BESSEMER'S PROCESS IN COPPER.

The recent interesting announcement of an English method of manufacturing copper articles direct from rough copper bars, suggests results for that metal equal, perhaps, in importance to what Bessemer's process has accomplished for iron and steel, it being also claimed that the quality by this new method is first-class, and the cost much reduced. The copper is electrically deposited from the rough bars upon a revolving mandrel or mould, over the face of which a burnisher moves automatically, and so condenses the copper particles as they are deposited—the material being thus rendered not only dense, silky,.....

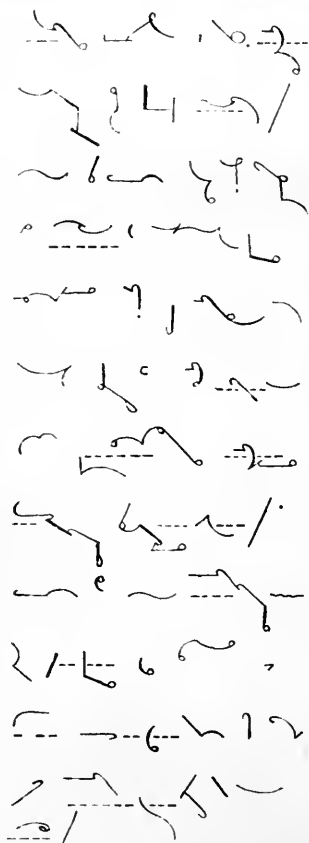
phrase-writing : 1. The adjective (gen. =general) joined to the modified pop. =population; 2. "Of" implied by nearness; 3. "this" joined to the modified "section," the circle of Dhees being enlarged to add the *s* of *section*; 4. nearness to imply *of* (the being supplied); 5. Kay<sup>2</sup> being a new word-sign instead of Kent-Ray (*country*).

(l). *Nearly*.—Nerl<sup>1</sup>=Ner<sup>1</sup> (*near*) plus *-ly* (added by our great improvement, the enlarging an Ar-hook to add *l*).

(m). *Than* (Dhen<sup>3</sup>) plus *what* (added by shortening) plus *it* plus *was*. Compare this with the best Old-style writing—Dhen<sup>3</sup> Wuh<sup>1</sup> Tee<sup>2</sup>-Zee = four strokes and two liftings.

(n). Why do we not here join *in* to its object, *manufactures*?

(o). *Within-the-period*.—That we may join the object of the preposition (*within*), the impeding *the*-tick is omitted.

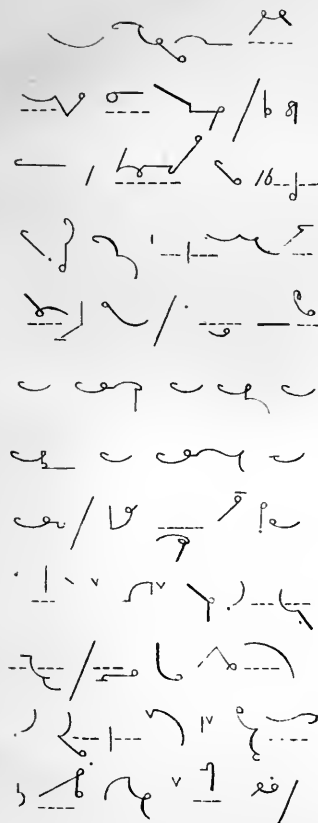


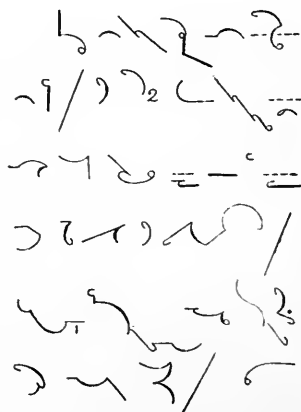
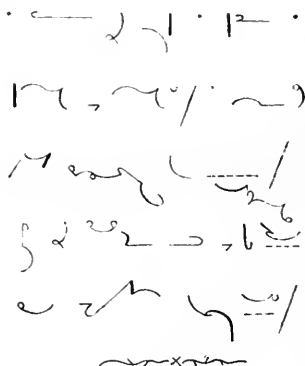
fibrous, and cohesive, but possessing an otherwise unobtainable strength, ductility, and uniformity. Among the advantages claimed for this interesting procedure is the important one that, in the manufacture of tubes and similar articles, all drawing down and brazing are entirely dispensed with; and there is practically no limit to the diameter of seamless pipes and other articles that can be produced, which has not been the case heretofore. The claim is that many copper products — especially large tubes, vats, cylinders, and the like, can thus be made direct from the rough copper far cheaper than by any other means.

Q. 1. How do we come to use here (p. 116, next to last line of engraving) the large initial circle? Q. 2. Why is not the height of a Tee above the line? Q. 3. How is *stated* represented, remembering that what is really written is "is state."

### WONDERFUL PARISIAN CLOCK.

Another marvelous piece of mechanism, recently exhibited in Paris, is described by an exchange. It is an eight-day clock, which chimes the quarters, plays sixteen tunes, playing three tunes every hour, or at any interval required by simply touching a spring. The hands go as follows: One once a minute, one once an hour, one once a week, one once a month, and one once a year. It shows the moon's age; rising and setting of the sun, the time of high and low tide, beside showing half-ebb and half-flood. A curious device represents the water, showing ships at high-water tide as if they were in motion; and, as it recedes, leaves them high and dry on the sands.....





The clock shows the hour of the day, the day of the week, the day of the month, and the month of the year. The mechanism is so arranged as to make its own provision for long and short months. It also shows the signs of the zodiac, equation, and the difference between sun and rail-road time for every day in the year.

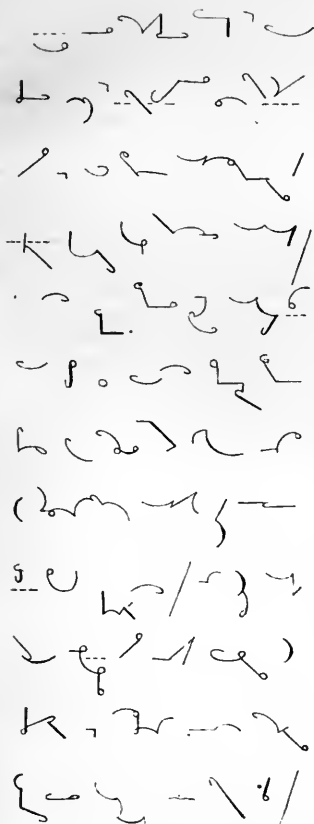
#### PAPER DOORS.

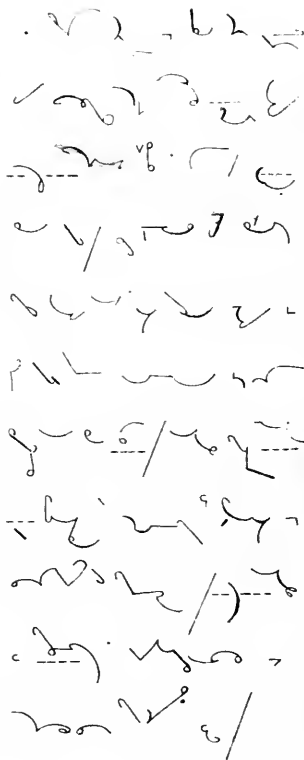
Doors made of paper are said to be an improvement over those made of wood. They are formed of two thick paper boards stamped and moulded into panels and glued together with glue and potash and then rolled through heavy rollers. After being coated with a water-proof coating and one that is fire-proof, they are painted, varnished, and hung up in the usual way.—*Selected.*

## A CAVE DEEP IN THE EARTH.

REMAINS OF A PREHISTORIC RACE  
FOUND IN IT.

News comes from Red Cliff, Col., of a wonderful discovery made there of a number of relics of some prehistoric race and an ancient sepulchre in the most peculiar place, which it would appear had never been visited by mankind in any age. The men were digging with picks and shovels in virgin soil when suddenly, as one of the men struck a blow with his pick, it almost flew from his hands, and by the light of their candles they saw a small aperture in the earth which was quickly widened sufficiently to admit the body of a man. A light was thrust into the opening, and as far as its rays could reach only space was discernable, and a musty smell came from the place that had been closed for so long a time—probably ages.





A step-ladder was procured, and a descent was made to the bottom of the cave, where more surprises awaited the miners, who were now thoroughly aroused over the new sights, the like of which they had never seen before.

Superintendent Conners and John Songer pressed forward in the natural opening, and they had worked but a short time before their pick encountered a hard metallic substance in the soft soil. Investigation proved it to be a knife, about twelve inches long, of hardened copper, with an oval handle and a small portion of the point broken off.

As their investigations were prosecuted farther, the petrified bones of animals and the remains of some prehistoric race were found.



(a). *For some time.*—In order to join to the preposition *from* its object (some time = sumt') we turn the circle on the back of the Ef. To do this easily, follow closely the engraving copy; turning the circle on the back of the Ef

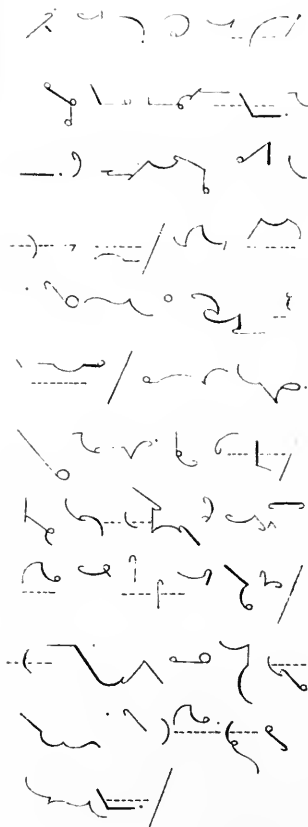
## THE NEW TEXTILE SUBSTITUTE

The utilization of pine-tree leaves for the manufacture of bagging, matting, etc., has become an industry of recognized importance, and in North Carolina a company has been for-some-time<sup>a</sup> in operation for thus producing matting and bagging, with a daily capacity of 2000 yards, the material being in every respect equal to jute, as well as cheaper. The process appears to be a simple one. The leaves of the long-leaf-pine<sup>b</sup> are gathered in a mass, and, on-being-weighed<sup>c</sup>, are thrown into a large vat, where-they-are-boiled<sup>d</sup> in alkali at a low temperture for about twelve hours; then, after being thoroughly soaked in the same vats, they are taken by a continuous automatic process through the rubbing, wringing, carding, drying, recarding, drawing,.....

when it gets started on the horizontal direction. This joining is then as easy as writing Kay-Smet, or Ketoid-Smet. How you do a thing often makes the difference between the *difficult* and the *easy*, and here comes in the great value of a good model, such as a good copy for the penman.

(b). *Long-leaf pine.*—*Long-leaf* is here a compound adjective, which we naturally wish to join to its modified noun, *pine*.

(c). *And on being weighed.*—Here we naturally desire to ADD (that is, AND the *and*) to the preposition *on*, which we naturally wish to join to the principal object, *being weighed*.



(d). *Where they are boiled.*—Here we have a beautiful exemplification of the Standard-Phonographic principle of lengthening a straight line to add *thr* (they are); and to *they are* we properly join the rest of the verb (*are boiled*).

roving, winding, and weighing machines, in the latter of which the substance becomes an excellent article of bagging, and, after going through a calendering apparatus is ready for use and the market. After leaving the wringer the process of manufacture is very nearly identical with that of cotton goods. As a material for upholstering purposes and for carpet-lining it is found well adapted. It appears that for every foot of pine timber there is one pound of green leaves; nor is the tree at all injured by this treatment. Though capable-of-being-worked-up<sup>e</sup> successfully into the other fabrics above-named, the principal use of the leaves thus far has been for the manufacture of bagging.

(e). *Capable of being worked up.*—In such phrases beginning with *capable*, how naturally you ask *capable OF what?* And we may, therefore, readily supply *of*, having joined the following word, as *BEING* here; and when we say "capable of being," how naturally we ask, *BEING* what? We say here, "being worked up." In fine, true phrase-writing should be as spontaneous as joining the words or notes of a musical phrase.

(f). *As fine as.*—Generally the first word of a phrase determines the position; but, in a few cases, the first word is adapted to the position of a second word needing, for legibility's sake, to be in its position. For instance, *fine*, *Fen*, needing to be in the first position, to distinguish it from *Fen* (often), the *as* before it is adapted, and we write *Iss-Fen<sup>1</sup>-Iss* for *as fine as*, while *Iss-*

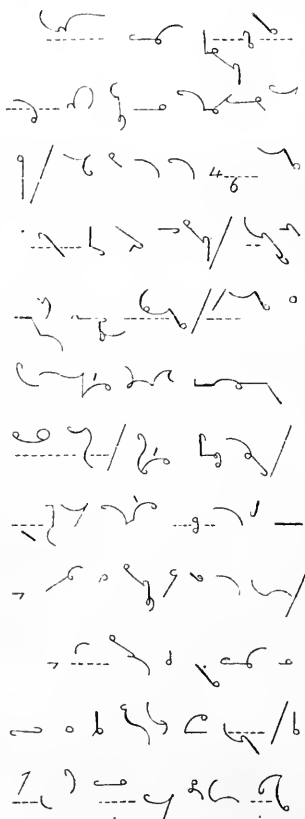
## FINE AS SILK.

4,000,000 STRANDS OF SPIDER'S WEB  
TO MAKE THREADS AS LARGE  
AS A HAIR.

"As fine as silk," is a common phrase to typify extreme fineness or delicacy of texture. But if you want a simile that will discount that one, say "As-fine-as-a spider's web." There is nothing of textile kind so fine as that. The strand spun by a spider is as much smaller than a thread of silk as the latter is-smaller-than a telegraph pole. This seems like exaggeration when you casually look at the spider's workmanship and then at the silk-worm. But you never saw a single strand in the spider's thread. The strands are so fine that you could not see them with the naked eye. What you really see when you look at the spider's delicate thread is a cable composed of thousands of strands, and the way the little animal makes this cable is one of nature's greatest wonders.

come in its usual position on the line, nevertheless, it comes there because of being adapted to Let<sup>2</sup>, late; to Petoid<sup>1</sup>, to the; to Dhett<sup>1</sup>, to that. So if to Teet, to it, you adapt as, it will come on the line, because prefixing to Teet brings it there, not because you write there as, the first word of the phrase. Just as Iss-Chay<sup>4</sup>, as to which; Iss-Yay<sup>4</sup>, as to your; Iss-Dheet<sup>1</sup>, as to them. In writing as to be, we adapt as to "to be," Bee<sup>3</sup>. We might prefix as to Beet for such a phrase as "as to obey," "as to buy."

Fen<sup>2</sup>-Iss would be as often as. So we distinguish Iss-Let<sup>1</sup>, as little, and Iss-Let<sup>2</sup>, as late; Iss-Dhett<sup>1</sup>, as that; Iss-Dhett<sup>1</sup>, as to that; Iss-Petoid<sup>2</sup>, as to; Iss-Petoid<sup>1</sup>, as to the. Although as chances in "as late, as to that, as to the," to



(g.) Istt (is) prefixed to *smaller* by enlarging the circle, and *than* contracted (as it often is in speech) to 'n is added by an En-hook.

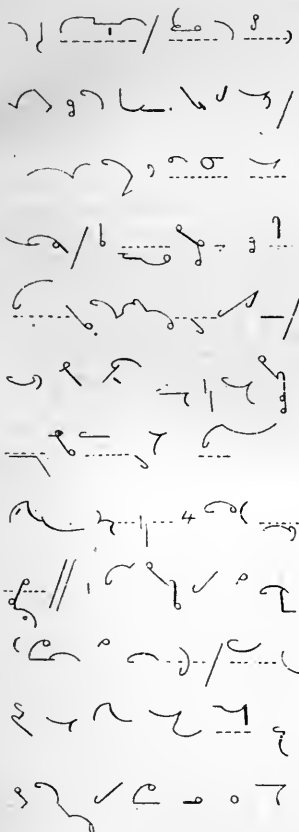
(h.) *If you happen to have.*—This is a beautiful illustration of proper phrase-

If you look closely at a spider during its business hours you will see that its thread comes from a circular spot near the extremity. In this spot are from four to six knobs, the number depending upon the kind of spider. If-you-happen-to-have<sup>h</sup> a particularly good pair of eyes, you can distinguish these knobs. Each of the knobs is full of minute holes, so small that a good microscope is necessary in order to see them. Through these holes delicate strands are spun. About an eighth of an inch from the holes the strands are joined together and the result is the spider's thread, with which all-of-us<sup>i</sup> are familiar.

And the little spinner attends to business as closely and as carefully as does the weaver of the finest silk fabric. It has on each foot three claws, one of which is a sort of thumb, while the others.....

writing. *If=give; give (or if) what? "If-you"; if you what? "If you happen to have."* The Standard-Phonographic forms and principles enable us to write the phrase beautifully—Eft-Yuh-Pen-Peftoid. As Yuh joins to *happen* without an angle, it does not count as a stroke any more than the Ar-hook in Per. Hence this sign is properly counted, thus: Eft (1), Yuh-Pen (2), Peftoid (3). How much better is this than the Old-style "Eft-Yuh" (2), disjoin (3), Pen<sup>s</sup> (4), disjoin (5), Petoid2-Vee (7).

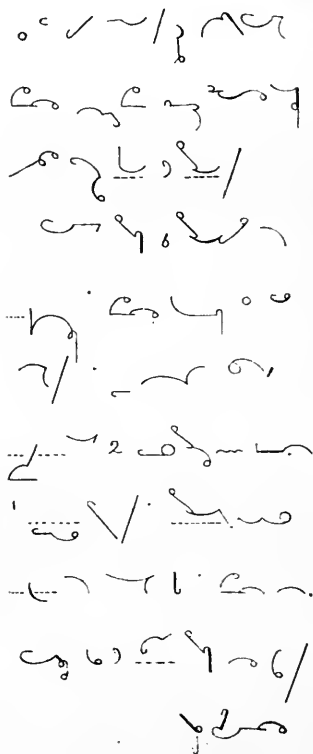
(i.) *All of us.*—How much better in every way than the Old-style Bedoid1, Petoid1, Es<sup>3</sup>—three strokes and two liftings.



(j). *Before they are.*—Bef<sup>2</sup> (before)  
plus Bedoid (the heavy tick) for thr=  
*they are.*

are toothed like a comb. These claws are constantly used to help the strands from tangling before they are joined in the thread. The material from which the thread is made is secreted in the animal's body. It is a glutinous substance, and the strands dry while they are passing from the little apertures to the point where they are joined together. One authority on the subject, Reaumur, calculated that it would take 1000 spider strands to occupy a space equal to the point of a needle, while another, Leuwenweck, estimated that it would take 4,000,000 of them to make thread as large as a hair.

But while the spider's work is the more delicate, that of the silk-worm is the more useful. Nearly half of all the people in the world live in China and India, and all of them, except the very poorest, wear silky goods as commonly.....



as we wear cotton. As it takes the labor of nearly a thousand silk-worms to make a pound of silk, you can see what an enormous industry results from this tiny thread spinning. Unlike the spider, whose spinning works are at-the-lower-extremity<sup>k</sup>, the silk-worm's factory is near its mouth. The crude material is seemingly much alike in the two classes of spinners—a gummy or glutinous pulp. The spinning appurtenances, however, are entirely different, the silk-worm making only two strands for its thread, while the spider makes thousands. — *Boston Journal of Commerce*.

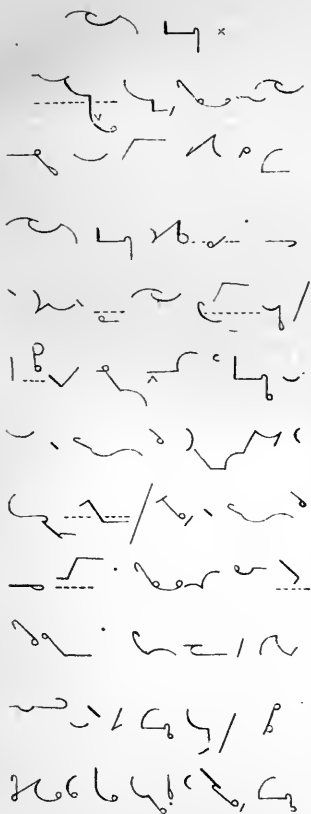
---

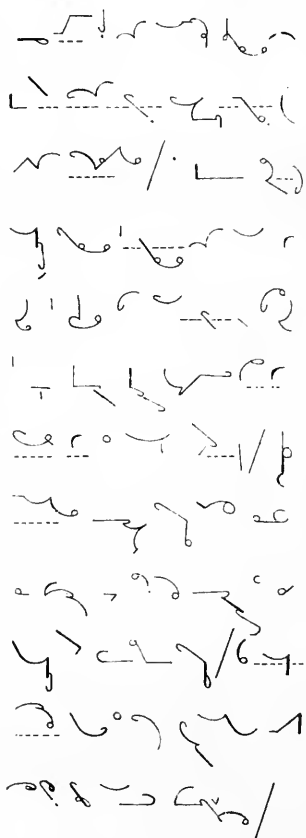
(k). *At the lower extremity*. This is another beautiful illustration of proper phrase-writing. Join, to the preposition *at*, its object. Let us omit (to be supplied) the article *the*; and let us add Ster-Tee for (ek)stre(m)ity. Five strokes—Tee<sup>3</sup>-Lay-Ar-Ster-Tee—for four words, is very much better than the Old-style Tee<sup>3</sup>-Retoid (at the); Lay<sup>2</sup>-Ar (lower); Kay-Ster-Em-Tee (extremity), nine pen-movements.

# MINERAL ORE DETECTOR.

A novel device for detecting the presence and nature of a mineral exposed in rock on earth is the electric mineral detector, as it reduces to-a-certainty<sup>1</sup> the question of ascertaining the exact mineral value of the rock under test. It consists of a battery and spar coil, with conductors ending in two platinum points, so compactly arranged that they can be carried on the back. On placing the two platinum points against a rock, the presence of metal is indicated by the appearance of a spark, the flame and color of which will afford an indication of the nature of the body which the electrodes have touched. Such is the trustworthiness of this device for purposes of testing, that by placing the electrodes.....

(1). *To a certainty.*—As in Iss-Ret<sup>2</sup>, *certain-ty*, the circle would come on the line, we may write its circle just below the line (that is, Iss+Ret), to imply a preceding *to* (a following article being supplied if required).





against a rock containing metal in a free state its presence may be detected by merely applying one electrode and passing the other rapidly over the surface. The detector is especially useful in determining the presence or absence of metal in old shafts, or tunnels, while, when applied to the walls of a shaft or cut, it can be depended upon for the recovery of a lost lead, unless the lead is entirely pinched out. It is said that a novice can handle the apparatus almost as successfully as an old miner, and the sorting of ores can be accomplished with certainty, being determined by the color of the spark produced. This handy miner's companion is further valuable in being a ready means of exploding blasts in connection with electric primers.

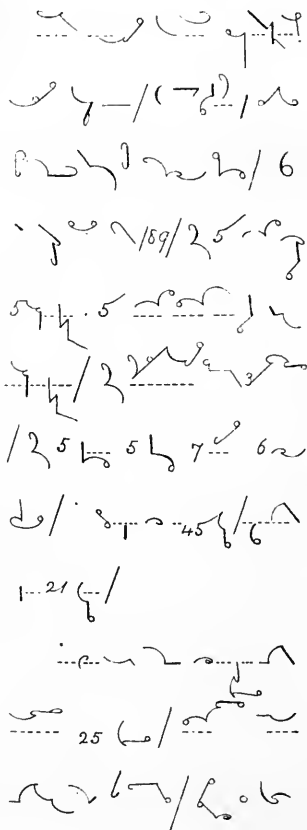
## IRRIGATION.

## MAKING THE DESERTS TO BLOOM.

Professor Hilgard<sup>a</sup>, director of the agricultural experiment station at Berkeley, and esteemed the best authority in America on these matters, says the underflow of great gravel beds existing in the southern part of California is proving to be of increasing importance as a source of irrigation supply. It is possible to maintain and increase the supply of water far beyond its present magnitude. All that is necessary is to understand the controlling principle of its action. These gravel beds are natural storage<sup>b</sup> reservoirs. These may be emptied and replenished, with due regard to the rainfall and drainage. Antelope valley, in San Bernardino and Los Angeles counties, a high intermountain plain or basin stretching between the Mojave desert and the upper part of the great Colorado desert, has been considered, until recently, almost irreclaimable. There are now upon it several great fruit colonies.

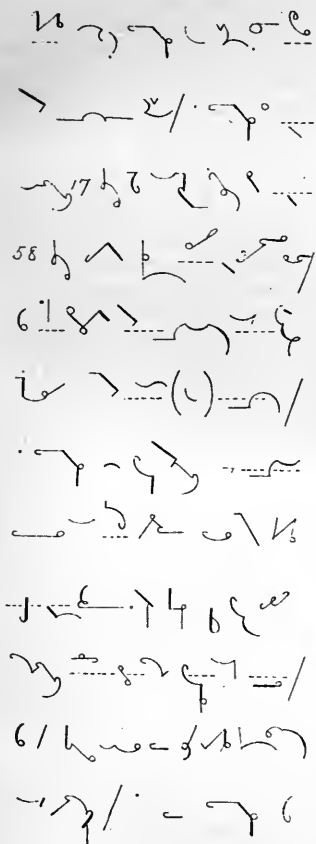
(b). *Storage*.—To make the junction easy here, imitate closely our writing—making the Ar quite slanting and Jay quite slanting the other way.

(a). *Hilgard*.—Here El appropriately distinguishes -l from l-. that is, L with a vowel before from L with a vowel following.



In reply to inquires for information sent out there by the Department, interesting answers have just come. They give the details of three large surface systems of irrigation by water drawn from mountain streams. This has all been done since April, 1889. There are fifty miles of main ditches, five feet wide at the top, and fifty miles of smaller ditches, two and a half feet wide at the top. There are three reservoirs with a capacity of 30,000,000 gallons. There are five dams, five headways, seven weirs, and six mountain tunnels. The expenditures to date amount to \$450,000. To this will be added \$21,000.

The land now irrigated amounts to 10,000 acres, and will be increased to 25,000 acres. Small grains, cotton, and alfalfa are the chief crops.

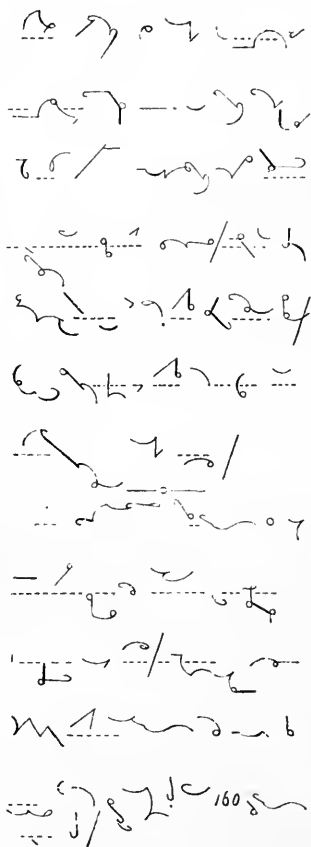


### CARBONIC ACID FOR ICE-MAKING.

Dr. Raydt's method of using carbonic acid<sup>a</sup> for ice-making is described as follows by the *Chemiker Zeitung*: The carbonic acid is put under a pressure of seventeen atmospheres, and then in a double-acting compressor, subjected to about fifty-eight atmospheres, whereby its temperature is raised to about 30° C. This heat is absorbed by the cooling water in the thaw vessel and condenser, and by the intermediate (after) cooler. The carbonic acid made fluid by the pressure and the cooling collects in an iron receptacle, whence a pipe which reaches down to the bottom of this collecting bottle conducts it to the distribution valve where it is relieved from the pressure and consequently expands from the fluid state into gas. This change develops intense cold, which is used to reduce the temperature of the salt water<sup>b</sup> in the refrigerator. The cold carbonic acid then.....

(a). *Carbonic Acid*.—This term needs a special form, Ker-Bees-Dee; which equals "carb. acid," the word *acid* being written Iss-Dee, so as to join with the Bee.

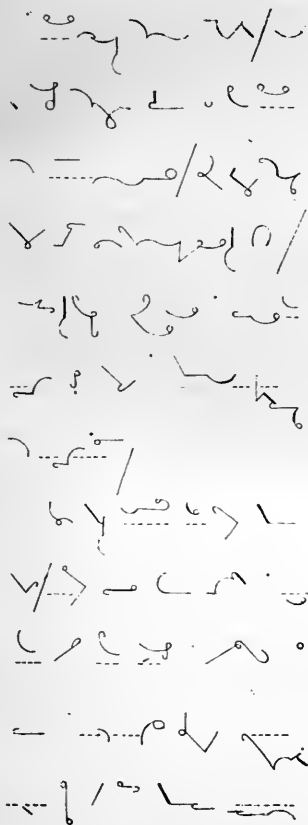
(b). In order to easily join *salt* to the modified-word, *water*, make an angle by curving more than usual both Let and Wayter, as in the stereographing.



leaves the refrigerator, is led into the after cooler, where it cools off the carbonic acid coming under high pressure from the condenser, and then, still rather cold and under a less pressure, returns by suction to the compressor, when it starts on the same course. A special feature does away with the removal by hand of the stirring rods just before freezing sets in; this function is performed automatically, and the rods are thus not liable to be frozen into the mass.—*Boston Journal of Commerce.*

The greatly-increased price of platinum has naturally given rise to strenuous efforts, not only to find a satisfactory substitute, but to discover new mines. A few months ago, Mexico was reported to be rich in platinum ores, and now it is announced that ore has been found in Australia containing nearly 160 pounds of platinum to the ton.

(c). *High pressure.*—That the *l* (high) tick may join easily with *Per*, use the Petoid direction as you would for the corresponding *l*, as in *I pray*, *Petoidl-Per*.

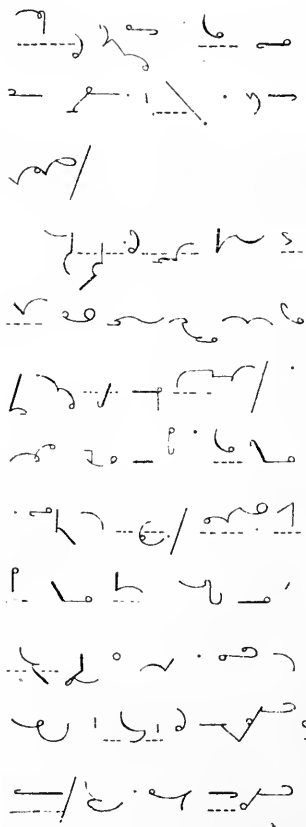


## DEATH COMES PAINLESSLY.

A SCIENTIFIC OPINION THAT WILL BE  
CONSOLING TO ALL HUMANITY.

The signs of impending death are many and variable. No two instances are precisely identical, yet several signs are common to many cases. Shakespeare, who observed everything else, observed and recorded some of the premonitory signs of death also. In the account of the death of Falstaff the sharpness of the nose, the coldness of the feet, gradually extending upward, the picking at the bedclothes, are accurately described.

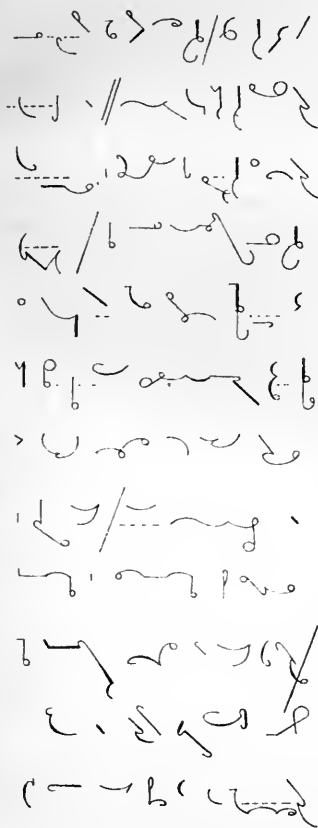
For some time before death indications of its approach become apparent. Speech grows thick and labored, the hands, if raised, fall instantly, the respiration is difficult, the heart loses its power to propel the blood to the extremities, which consequently become cold; a clammy.....



moisture oozes through the pores of the skin, the voice grows weak and husky or piping, the eyes begin to lose their lustre.

In death at old age there is a gradual dulling of all the bodily senses and of many of the mental faculties; memory fails, judgment wavers, imagination goes out like a candle<sup>a</sup>. The muscles and tendons get stiff, the voice breaks, the chords of the tabernacle are loosening. Small noises irritate, sight become dim, nutrition goes on feebly, digestion is impaired, the secretions are insufficient or vitiated, or cease, capillary circulation is clogged. Finally, the central organ of the circulation....

(a). *Candle*.—Here notice and imitate carefully the use of an offset for the En-hook. If you were to make here a perfect En-hook, you could not join Lay.



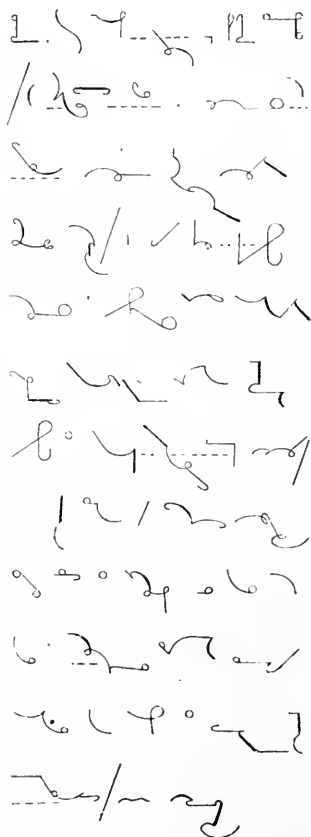
comes to a full stop and this stop-page means dissolution. This is the death of old age, which few attain to.

Many people have an idea that death is necessarily painful, even agonizing; but, there is no reason whatever to suppose that death is more painful than birth. It is because in a certain proportion of cases dissolution is accompanied by a visible spasm and distortion<sup>a</sup> of the countenance that the idea exists, but it is<sup>b</sup> nearly as certain as anything can be that these distortions of the facial muscles are not only painless, but take place unconsciously. In many instances, too, a comatose or semi-comatose state supervenes, and it is altogether probable that more or less complete unconsciousness then prevails.

We have, too, abundant evidence of people who have been nearly drowned and resuscitated, and they all agree in the statement that after a few moments of painful.....

(a). *Distortion*.—Contracted to “dis-to’tion.”

(b). *But it is*.—Tetoid<sup>2</sup> (but) plus Tees (it is).



struggling, fear and anxiety pass away, and a state of tranquility succeeds. They see the visions of green fields, and in some cases hear pleasing music, and, so far from being miserable, their sensations are delightful. But where attempts at resuscitation are successful the resuscitated persons almost invariably protest against being brought back to life, and declare that resuscitation is accompanied by physical pain and acute mental misery.

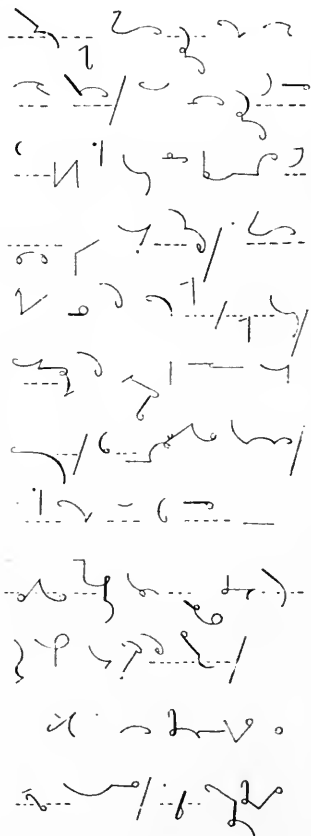
Death is a fact which every man must personally experience, and consequently is of universal interest; and as facts are facts, the wiser course is to look them squarely in the face, for necessity is coal-black and death keeps no calendar. —*Medical Journal*.

## MEN WHO DO WOMEN'S WORK.

SOME OF THE OCCUPATIONS IN WHICH  
MALES DO THE WORK OF  
FEMALES.

While it is true that women have to a great extent of late years taken to doing men's work, it is also true that some men do woman's work, says the *New York Sun*. In California, Chinese men are largely employed as domestic servants, and wherever Chinamen go they are chiefly employed in laundries. In many large laundries where new shirts are done up, expert men are employed who make good wages. The reason why men are employed on new shirts is because the new shirts require more strength to iron them properly than shirts that have been previously laundered, and few women have the strength to do the work properly. In the state-prisons men are commonly employed at laundry work, mainly on shirts. It is curious,.....





by the way, how differently a Chinaman uses an iron from the method employed by women. When a woman uses an iron she begins with it at the right heat for use, and consequently it soon cools, and she consumes much time in changing her irons. The Chinaman, on the contrary, gets his iron very hot, much too hot<sup>a</sup> for use. When he begins to use the iron he plunges it quickly into cold water<sup>b</sup>. This cools the surface for a moment. The heat from the interior then begins to come to the surface, and continues to do so for some time, about as fast as it is cooled by use, so that the necessity for the frequent changing of irons is obviated.

Worth, the man-dressmaker, of Paris, has counterparts in other countries. The largest producer of dress patterns.....

(a). *Too hot*.—This phrase is nicely written by writing Retoid (=h-tick) plus Tee, for "hot" in the fourth position to imply a preceding *to* for *two*.

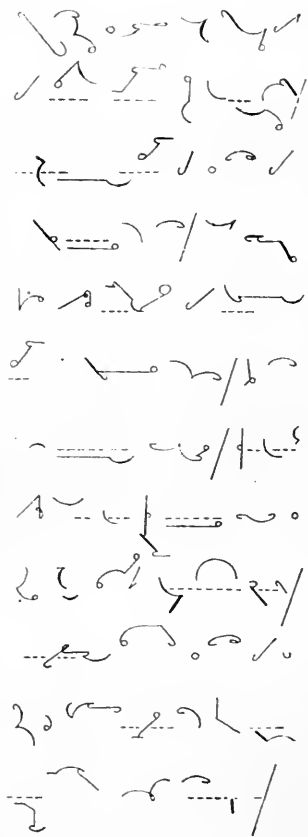
(b). *Cold Water*, contracted to "cold-water," Kel-Wayter.



for women in New York is a man, although his business has been for many years conducted in the name of his wife. The most expensive and best-fitting dresses that women wear are tailor-made dresses, which are made by men. The most expensive ladies' hats are made by men. The man-milliner is proverbial.

In the department of nursing, which is considered specially women's work, many men are employed. When patients are helpless and require much lifting, it has been found necessary to procure strong men, because women are not equal to the hard labor.

Sewing is especially women's work, but the very finest and best-paid sewing is done by men in fancy tailoring. Since the introduction of the sewing-machine the



proportion of men-sewers has-in-creased in those branches where the work is heavy and requires strength for long hours of labor.

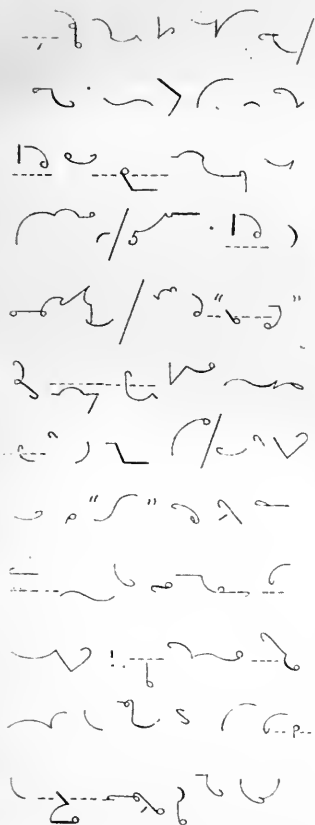
Although cooking is regarded generally as women's work, the best-paid cooks are men. In the great clubs, hotels, restaurants, and private houses where fine cooking is required, the best cooks are men. It is the men who have made cooking one of the fine arts. It is true, however, that the artists in food disdain to be called cooks, and are known as chefs, and they command salaries of which the average lawyer would be proud.

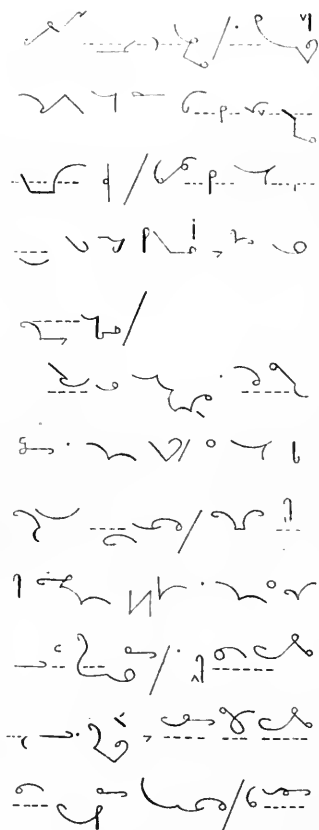
House-cleaning is looked upon as women's work, yet there are establishments that will clean a house from top to bottom and put it in order, and employ mostly men to do it.

## WHAT CORDOVAN IS.

HOW HORSE-HIDES ARE NOW TURNED  
INTO LEATHER OF GREAT VALUE.

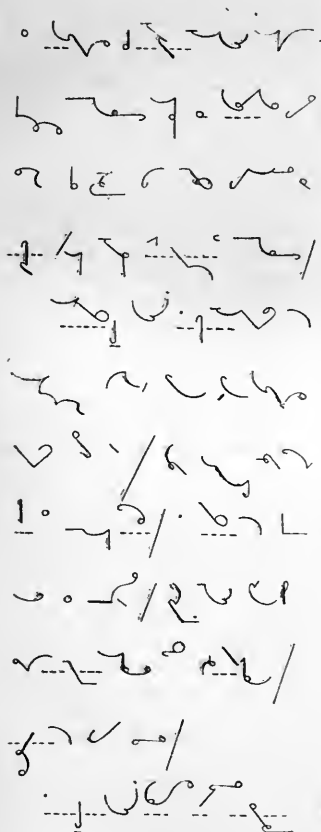
Cordovan, the name by which leather made from the hide of the horse is known, has become an important factor in the leather-markets of the world. Fifty years ago the hide of the horse was scarcely worth tanning. Of late years, says *Boots and Shoes*, there has been a marked change, until now it ranks among the most valued of our shoe and bag leathers. One particular portion, known as the "shell," furnishes upper stock equal to many of the fine grades of calfskin, while another portion, owing to its firmness, provides material for a strong, pliant leather, well suited for boot-legs and coarse uppers, as it takes a fine finish.....





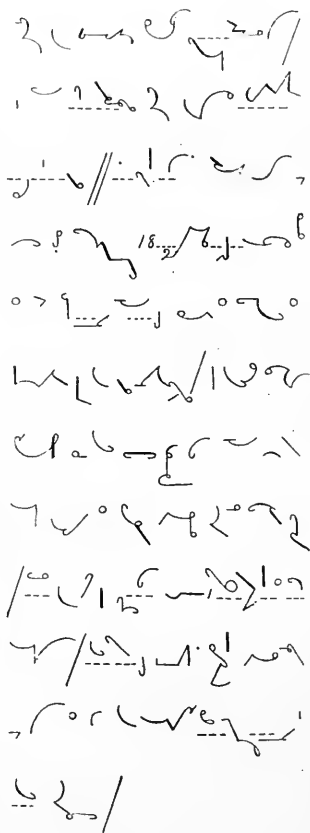
and wears better than the cowhide used for such purposes. The softer portions of the hide are worked up into stock well suited to light boot-tops, bag leather, etc. This result is due entirely to a long, patient and intelligent study of the peculiarities of the hide and the treatment necessary to overcome the natural defects.

By one of nature's unfathomed laws the horse is provided with a skin, the rump portion of which is entirely different from that of any other family of animals. From a line drawn directly across the rump at the root of the tail the rump is virtually covered with three thicknesses of skin. The outer is similar in all respects to that covering other portions of the body, and the inner skin is precisely in all respects similar to the flesh side of the skin of other animals. This intermediate skin.....



is fibreless, dense, and pliable, and when finished into leather it resembles calfskin in texture, has a fine surface, wears smooth, takes and holds color well, and possesses wearing qualities as to durability which commend it and place it on a par with calfskin.

In the process of tanning and finishing, the outer and inner portions are entirely removed, leaving the oblong, oval, fibreless, portion spoken of. This part, after being tanned and separated from the hide, is cut into forms. The pieces are technically known as goloshes. They are blacked and finished on the flesh side, separately, and packed in dozens, according to size, and sold by the dozen. Large sizes are relatively scarce. The tanning and finishing of these shells requires special skill,.....



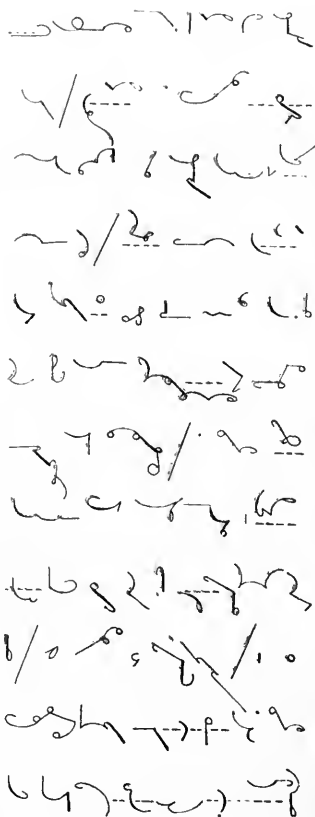
and there are few who have acquired the art sufficiently well to bring out all the good qualities of the leather. But when treated by skilled experts there are few leathers that are better adapted to shoes or boots.

The part of the hide lying between the shell and the mane, extending from the backbone eighteen to twenty inches down the animal's sides, is of the weight of cowhide, and when tanned, as now is cordovan, is admirably adapted for boots and heavy uppers. It finishes smoothly on the flesh side, has a fine grain, holds its color well, and when made up into foot-wear is flexible, retains its shape and is remarkably durable; qualities, however, which are due to the treatment while undergoing the process by which the hide is converted into leather. If not properly tanned and curried, the spongy nature of the hide retains a supremacy and the leather is little, if any better than the softest and poorest of cowhide or even sheepskin.

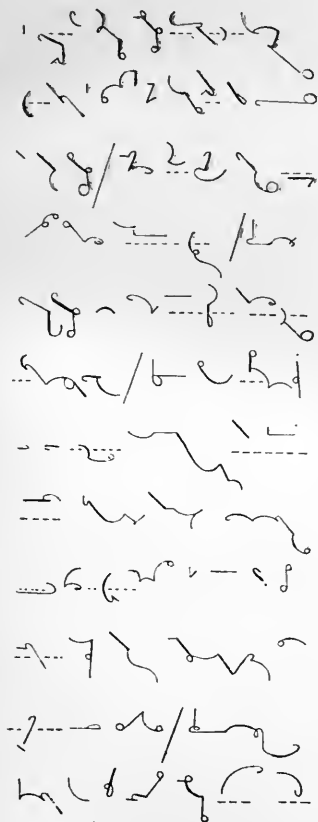


## A NEW USE FOR SAWDUST.

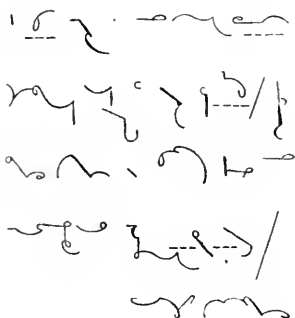
For several years certain Germans have been experimenting, with a view to utilizing sawdust as a material for mechanical purposes. It was discovered years ago that vegetable fibre, after subjection to certain chemical action, and afterwards to a pressure sufficient to expel all liquids from it, could be made into a substance almost indestructible by the elements, and of great utility in the mechanical and ornamental arts. The only trouble has been from the fact that but a few kinds of fibre were capable of the transformation under any existing formula. It might almost be said that there was only one fibre that, so employed, produced results satisfactory in respect of economy of manufacture and beauty and usefulness of the resulting product; and that one fibre is cotton, its delicate structure, strength, and ready submission.....



to the action of the necessary chemicals keeping it almost alone in its adaptability for the purpose. Thus far, almost the only result has been the manufacture of celluloid, which is unsuitable for any but the finer mechanical uses. Scientists claim, however, that all vegetable fibre is, to a certain extent, identical—that is, having its essential constitution in common, there must be some means by which the coarser kinds can be transformed into similar substances. The experimental processes have included nearly the entire list of common vegetables, but within the last few years attention has been especially directed to the waste products of the saw-mill, especially the dust. The first results were the production of paper-pulp. But as only certain species of timber could be used satisfactorily for that, the experiments have been continued farther, with a view to not only using any kind of sawdust,.....



but to broaden the field, so as to produce a substance that can be used for more general purposes than paper or celluloid, and which should, if possible, combine the best characteristics of both substances. A German scientific journal professes to give the results of the experiments in that country thus far. It claims the production of a substance made from the common sawdust, by means of an acid process, that promises to be of great value. It is described as being exceedingly firm of texture and of great hardness, incapable of being bored by a common gimlet or of being penetrated by a nail, more impervious to the action of the elements than the ordinary metals or the common building stones, and practically indestructible by fire, a Bunsen burner simply charring the exterior surface. It is claimed to be stronger than timber for joists and girders, and several times lighter than iron.....



or steel, and, above all, the cost of manufacture is claimed to be so low as to bring it into competition with both wood and iron. It is said that experiments will be made to still further decrease the cost and increase its field of influence, and that its manufacture is to be pushed.—*Northwestern Lumberman.*

---





## INDEX OF THE NOTES.

---

### A

|  |         |
|--|---------|
| A large stock  | page 90 |
| <i>A</i> , name, initial, represented by <i>a</i> -tick                                | 99      |
| <i>A</i> , <i>an</i> , <i>the</i> , omitted when in the way of a desirable phrase-sign | 24      |
| A chilled wheel  | 75      |
| A commission   | 17      |
| Accented vowels ; insert in unfamiliar words   | 26      |
| Against your company   | 110     |
| <i>All</i> , added by El-hook  | 61      |
| All of us  | 126     |
| An offset for the hook of Hay  | 45      |
| <i>And</i> before Fel, Vel, Thel, Dhel   | 100     |
| <i>And</i> joined by Tetoid  | 53      |
| <i>And all</i> , expressed by Kletoid  | 61      |
| And as such  | 64      |
| And connection, <i>con</i> implied   | 30      |
| And contents   | 100     |
| And contents noted   | 65      |
| <i>And of</i> , expressed by Kleftoid  | 61      |
| And observe that you could not execute   | 29      |
| And on being weighed   | 123     |
| And socially   | 116     |
| And simply calling your attention  | 67      |
| And will therefore   | 107     |
| <i>And</i> , when written by Tetoid, distinguished from <i>or</i> , how ?              | 88      |
| <i>And</i> , written by Ketoid   | 30      |
| Annual meeting   | 71      |
| <i>Any</i> , when to be vocalized  | 24      |
| Any further information, why disjoin Enshon ?  | 82      |
| Any of your  | 27      |
| April 15th   | 93      |
| <i>Ar</i> -hook implied  | 15      |
| <i>Arnheiter</i> , form for  | 48      |
| As fine as   | 124     |



|  |   |   |   |   |    |
|--|---|---|---|---|----|
| <i>Con</i> , when not expressed by the dot | - | - | - | - | 75 |
| <i>Conn</i> implied                        | - | - | - | - | 67 |
| <i>Conn</i> omitted                        | - | - | - | - | 67 |
| Consistently with the                      | - | - | - | - | 59 |
| Controlled it                              | - | - | - | - | 64 |

D

|   |   |     |         |          |        |
|---|---|-----|---------|----------|--------|
| Dangerous operation                             | - | -   | -       | -        | 15     |
| Dependent infinitives joined to objects         | - | -   | -       | -        | 37, 38 |
| Dheedher, in first, second, and third positions | - | -   | -       | -        | 94     |
| Dhr   | - | -   | -       | -        | 15     |
| Disjoining for legibility                       | - | -   | -       | -        | 14     |
| Disjoining to give the hand a new impulse       | - | 29, | note d, | 30, n. 9 |        |
| Distortion                                      | - | -   | -       | -        | 137    |
| <i>Dormeuil</i>                                 | - | -   | -       | -        | 7      |
| Double period for a paragraph                   | - | -   | -       | -        | 68     |
| During his stay                                 | - | -   | -       | -        | 26     |

E

|   |   |     |     |         |     |
|---|---|-----|-----|---------|-----|
| Ease of junction, how obtained              | - | -   | -   | -       | 16  |
| East Centre                                 | - | -   | -   | -       | 99  |
| Em widened to add <i>p</i>                  | - | -   | -   | -       | 60  |
| Enclosed circulars                          | - | -   | -   | -       | 110 |
| En-hook, omission of                        | - | -   | -   | -       | 59  |
| Ens circle distinguished from simple circle | - | 67, | 69, | 94, 108 |     |

F

|  |   |     |     |     |     |
|--|---|-----|-----|-----|-----|
| <i>Favors</i> , written by Vers <sup>3</sup>           | - | -   | -   | -   | 72  |
| Five thousand pounds                                   | - | -   | -   | -   | 23  |
| For a few days   | - | -   | -   | -   | 87  |
| For complaint is                                       | - | -   | -   | -   | 74  |
| For our  | - | -   | -   | -   | 86  |
| For running its  | - | -   | -   | -   | 114 |
| <i>For the</i> , when to disjoin                       | - | -   | -   | -   | 14  |
| For the present  | - | -   | -   | -   | 21  |
| For the same   | - | -   | -   | -   | 108 |
| For some time  | - | -   | -   | -   | 123 |
| Forms occasionally changed for convenience of phrasing | - | -   | -   | -   | 90  |
| Fractions, how to write them                           | - | -   | -   | -   | 68  |
| Freely command our services                            | - | -   | -   | -   | 23  |
| French words, pronunciation and writing of             | - | 26, | 85, | 105 |     |
| From having neglected                                  | - | -   | -   | -   | 11  |
| Fully up   | - | -   | -   | -   | 81  |

## G

|   |        |
|---|--------|
| G. P. & T. A. - - - - -                               | 73     |
| <i>General Manager</i> , contraction for - - -        | 57, 62 |
| General population of this section of the country - - | 117    |
| <i>Gothenberg</i> - - - - -                           | 74     |

## H

|  |            |
|--|------------|
| H-tick used for initial <i>H</i> in name-phrases - - | 45, 74, 98 |
| Hand-made - - - - -                                  | 50         |
| Haul in - - - - -                                    | 112        |
| Have been given - - - - -                            | 115        |
| Heretofore - - - - -                                 | 21         |
| High pressure - - - - -                              | 134        |
| <i>Hilgard</i> - - - - -                             | 131        |
| Hoosac Tunnel Line - - - - -                         | 56         |
| <i>Houses</i> , hook made by offset - - - - -        | 9          |

## I

|   |        |
|---|--------|
| I am favored - - - - -  | 29     |
| I am truly concerned - - - - -                                    | 38     |
| I am very much surprised - - - - -                                | 37     |
| I beg leave - - - - -   | 90     |
| I beg to assure you that - - - - -                                | 45     |
| I concede - - - - -   | 75     |
| I have given it some very severe tests - - - -                    | 81     |
| I have held - - - - -   | 71     |
| I inform you that - - - - -                                       | 70     |
| If you happen to have - - - - -                                   | 126    |
| In consideration of your having - - - - -                         | 67     |
| In connection with the - - - - -                                  | 67     |
| In failures - - - - -   | 13     |
| In fitting up - - - - -   | 105    |
| <i>In fulfilling</i> , another instance of an offset for a hook - | 10     |
| In his favor - - - - -  | 15     |
| <i>In-hook</i> , use of - - - - -                                 | 66, 91 |
| In line - - - - -   | 73     |
| In my bill of lading - - - - -                                    | 89     |
| In the cars - - - - -   | 91     |
| In the smoking-room - - - - -                                     | 91     |
| In the scale - - - - -  | 66     |
| In that case - - - - -  | 16     |

|  |   |   |   |   |                     |     |     |
|--|---|---|---|---|---------------------|-----|-----|
| In reporting that we                                       | - | - | - | - | -                   | -   | 91  |
| In rendering us  | - | - | - | - | -                   | -   | 84  |
| Informing you that your                                    | - | - | - | - | -                   | -   | 37  |
| <i>Ing</i> implied by the <i>the</i> -tick                 | - | - | - | - | -                   | -   | 41  |
| <i>Ing</i> -dot, in what words most commonly used          | - | - | - | - | -                   | -   | 82  |
| <i>Ing</i> -dot, omitted                                   | - | - | - | - | 11, 23, 64, 67, 84, | 105 |     |
| Invite your attention                                      | - | - | - | - | -                   | -   | 89  |
| Is smaller than  | - | - | - | - | -                   | -   | 126 |
| <i>Is to, as to</i>  | - | - | - | - | -                   | -   | 71  |
| Iss <sup>2</sup> enlarged to add <i>s</i> of <i>stated</i> | - | - | - | - | -                   | -   | 67  |
| <i>It</i> added by shortening                              | - | - | - | - | -                   | -   | 63  |
| It is probable that  | - | - | - | - | -                   | -   | 87  |
| It stands to reason that we cannot                         | - | - | - | - | -                   | -   | 47  |

J

|                                |   |   |   |   |   |   |    |
|--------------------------------|---|---|---|---|---|---|----|
| Joining a dependent infinitive | - | - | - | - | - | - | 20 |
|--------------------------------|---|---|---|---|---|---|----|

K

|                                    |   |   |   |   |   |   |    |
|------------------------------------|---|---|---|---|---|---|----|
| Kansas City                        | - | - | - | - | - | - | 57 |
| Ketoid, Dedoid, Ketoid for "&-O-A" | - | - | - | - | - | - | 62 |

L

|  |   |   |   |                     |    |        |
|--|---|---|---|---------------------|----|--------|
| Lapping, a substitute for joining                      | - | - | - | 20, 21, 50, 51, 68, | 83 |        |
| Last fall  | - | - | - | -                   | -  | 92     |
| Leave or license                                       | - | - | - | -                   | -  | 113    |
| Legibility aided by disjoining                         | - | - | - | -                   | -  | 14     |
| Less than  | - | - | - | -                   | -  | 66, 94 |
| Less than one hour                                     | - | - | - | -                   | -  | 84     |
| <i>Life</i> written with <i>El</i> to admit of joining | - | - | - | -                   | -  | 64     |
| Little over  | - | - | - | -                   | -  | 116    |
| Long-leaf pine   | - | - | - | -                   | -  | 123    |
| <i>Lorent</i>  | - | - | - | -                   | -  | 7      |

M

|                               |   |   |   |   |   |   |    |
|-------------------------------|---|---|---|---|---|---|----|
| M. D.                         | - | - | - | - | - | - | 67 |
| Mac                           | - | - | - | - | - | - | 61 |
| McL.                          | - | - | - | - | - | - | 89 |
| <i>M. La Roche</i>            | - | - | - | - | - | - | 29 |
| <i>Monsieur</i> , how written | - | - | - | - | - | - | 85 |

N

|                                      |   |   |   |   |   |   |     |
|--------------------------------------|---|---|---|---|---|---|-----|
| Name and address on business letters | - | - | - | - | - | - | 19  |
| Necessary circulars                  | - | - | - | - | - | - | 109 |

|   |     |
|---|-----|
| Nearly - - - - -  | 117 |
| <i>No avail</i> , how to distinguish from <i>No value</i> - - - - - | 83  |
| Non-payment - - - - -   | 36  |

## O

|  |                        |
|--|------------------------|
| <i>Of</i> added by <i>Ef</i> -hook - - - - -               | 61                     |
| <i>Of</i> written instead of implied - - - - -             | 55                     |
| Of his house - - - - -                                     | 22                     |
| Of our deceased partner - - - - -                          | 21                     |
| <i>Of the</i> not to be implied - - - - -                  | 72                     |
| <i>Offer</i> should be vocalized - - - - -                 | 8                      |
| Offset for hook of <i>h</i> - - - - -                      | 59                     |
| Omissions - - - - -  | 35                     |
| Omission of <i>a</i> - - - - -                             | 75                     |
| Omission of <i>and</i> - - - - -                           | 47, 73                 |
| Omission of <i>con</i> - - - - -                           | 67                     |
| Omission of <i>En</i> -hook - - - - -                      | 59                     |
| Omission of <i>Ing</i> -dot - - - - -                      | 64, 91, 105            |
| Omission of <i>u</i> - - - - -                             | 47, 51, 59, 109, 110   |
| Omission of <i>of</i> - - - - -                            | 24, 27, 28, 29, 41, 71 |
| Omission of <i>or</i> - - - - -                            | 99                     |
| Omission of <i>s</i> - - - - -                             | 61                     |
| Omission of <i>t</i> - - - - -                             | 105                    |
| Omission of <i>than</i> - - - - -                          | 84                     |
| Omission of <i>the</i> - - - - -                           | 91, 109                |
| Omission of <i>to</i> - - - - -                            | 45, 47, 62, 94         |
| Omission of <i>with</i> - - - - -                          | 60, 65                 |
| Omission of <i>your</i> - - - - -                          | 69, 89, 99             |
| Omission of letters - - - - -                              | 38                     |
| Omission of proper names - - - - -                         | 108                    |
| Omission of words - - - - -                                | 11, 21                 |
| On his house - - - - -                                     | 25                     |
| On spirits of turpentine - - - - -                         | 87                     |
| <i>On the</i> , not joined, why - - - - -                  | 107                    |
| On the shortest notice - - - - -                           | 105                    |
| On this order - - - - -                                    | 53                     |
| One of our quarter sections - - - - -                      | 71                     |
| One way or the other - - - - -                             | 99                     |
| <i>Or</i> distinguished from <i>and</i> -tick - - - - -    | 25                     |
| <i>Or have them</i> , how to make easy junctions - - - - - | 8                      |
| Or his draft - - - - -                                     | 25                     |
| Or territory - - - - -                                     | 88                     |

|                    |   |   |   |   |   |   |    |
|--------------------|---|---|---|---|---|---|----|
| Ought not to allow | - | - | - | - | - | - | 14 |
| Out of our power   | - | - | - | - | - | - | 28 |
| Overrated          | - | - | - | - | - | - | 75 |

p

|                                      |   |   |   |   |   |   |        |
|--------------------------------------|---|---|---|---|---|---|--------|
| Paid-up policy                       | - | - | - | - | - | - | 68     |
| Paragraph indicated by double period |   |   |   | - | - | - | 68     |
| Patent Elastic Chain Stopper         | - |   | - | - | - |   | 81     |
| Pee-Bee, how to write easily         | - | - | - | - | - | - | 72     |
| Period mark may be omitted           | - |   | - | - | - |   | 81     |
| Phrases, rules for making            | - | - | - | - |   |   | 10, 30 |
| Pittsburgh, contraction for          | - |   | - | - | - |   | 60     |
| Please explain this                  | - | - | - | - | - | - | 61     |
| Potter Power Press                   | - | - | - | - | - | - | 94     |
| Prepositions joined to their objects | - |   | - | - | - |   | 26, 93 |
| Present tense written for past       | - |   | - | - | - |   | 17     |
| Prior to its                         | - | - | - | - | - | - | 42     |
| Promptly as possible                 | - | - | - | - | - | - | 61     |

## R

|   |   |   |   |   |   |   |     |
|---|---|---|---|---|---|---|-----|
| Relative population                         | - | - | - | - | - | - | 116 |
| Return their compliments                    | - | - | - | - | - | - | 42  |
| <i>Richard</i> , how to make junction easy  |   |   | - | - | - | - | 22  |
| <i>Rothschild</i> , German pronunciation of |   |   | - | - | - | - | 47  |
| <i>Rouen</i>                                | - | - | - | - | - | - | 27  |
| <i>Ryder</i> , Ray sloped more than usual   |   |   | - | - | - | - | 26  |

## 52

[illegible]

T

|                   |   |   |   |   |   |   |   |    |
|-------------------|---|---|---|---|---|---|---|----|
| Taken it          | - | - | - | - | - | - | - | 63 |
| Taking his drafts |   | - | - | - | - | - | - | 23 |

|  |   |   |   |   |   |   |   |                    |
|--|---|---|---|---|---|---|---|--------------------|
| <i>Tee</i> for <i>to</i>                                       | - | - | - | - | - | - | - | 65                 |
| Than   | - | - | - | - | - | - | - | 117                |
| That he will arrive  | - | - | - | - | - | - | - | 71                 |
| That their guarantee   | - | - | - | - | - | - | - | 94                 |
| That you will also render his stay                             | - | - | - | - | - | - | - | 22                 |
| Theatrical permits   | - | - | - | - | - | - | - | 73                 |
| The acceptor   | - | - | - | - | - | - | - | 18                 |
| <i>Their</i> added by <i>thr</i> -tick                         | - | - | - | - | - | - | - | 42                 |
| Thirty bags of cotton  | - | - | - | - | - | - | - | 29                 |
| This information   | - | - | - | - | - | - | - | 14                 |
| This right of way secured                                      | - | - | - | - | - | - | - | 69                 |
| Thomas Williams  | - | - | - | - | - | - | - | 38                 |
| Three-twentieths   | - | - | - | - | - | - | - | 68                 |
| To a certainty   | - | - | - | - | - | - | - | 129                |
| To advance   | - | - | - | - | - | - | - | 24                 |
| To another   | - | - | - | - | - | - | - | 65, 111            |
| To completing the  | - | - | - | - | - | - | - | 107                |
| To favor us  | - | - | - | - | - | - | - | 21                 |
| To hope that   | - | - | - | - | - | - | - | 21                 |
| <i>To</i> implied by hook of <i>Hay</i> in the fourth position | - | - | - | - | - | - | - | 35                 |
| To make an arrangement with you                                | - | - | - | - | - | - | - | 111                |
| To measures  | - | - | - | - | - | - | - | 38                 |
| <i>To</i> omitted  | - | - | - | - | - | - | - | 42                 |
| <i>To</i> , when not to imply by fourth position               | - | - | - | - | - | - | - | 21, 27             |
| <i>To the</i> written by <i>Petoid</i> in fourth position      | - | - | - | - | - | - | - | 35, 116            |
| Too hot  | - | - | - | - | - | - | - | 140                |
| <i>Too</i> implied by fourth position                          | - | - | - | - | - | - | - | 60                 |
| Track-laying   | - | - | - | - | - | - | - | 70                 |
| Trel?, control-led, shortened to add <i>l</i>                  | - | - | - | - | - | - | - | 64                 |
| Turning the circle so as to imply something                    | - | - | - | - | - | - | - | 22                 |
| - <i>ty</i> in numbers, how expressed                          | - | - | - | - | - | - | - | 12, 29, 41, 76, 93 |

## V

|   |   |   |   |   |   |   |   |           |
|---|---|---|---|---|---|---|---|-----------|
| <i>Vee</i> -hook used instead of a stroke | - | - | - | - | - | - | - | 11        |
| <i>Via</i> Chicago                        | - | - | - | - | - | - | - | 89        |
| Vice-President                            | - | - | - | - | - | - | - | 70        |
| Vocalize to insure legibility             | - | - | - | - | - | - | - | 24, n. c. |

## W

|   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|----|
| W initial, sometimes expressed by Brief-Way | - | - | - | - | - | - | - | 94 |
| W initial, sometimes omitted                | - | - | - | - | - | - | - | 82 |
| Way-Iss-Ket distinguished from Way-Iss-Kret | - | - | - | - | - | - | - | 69 |

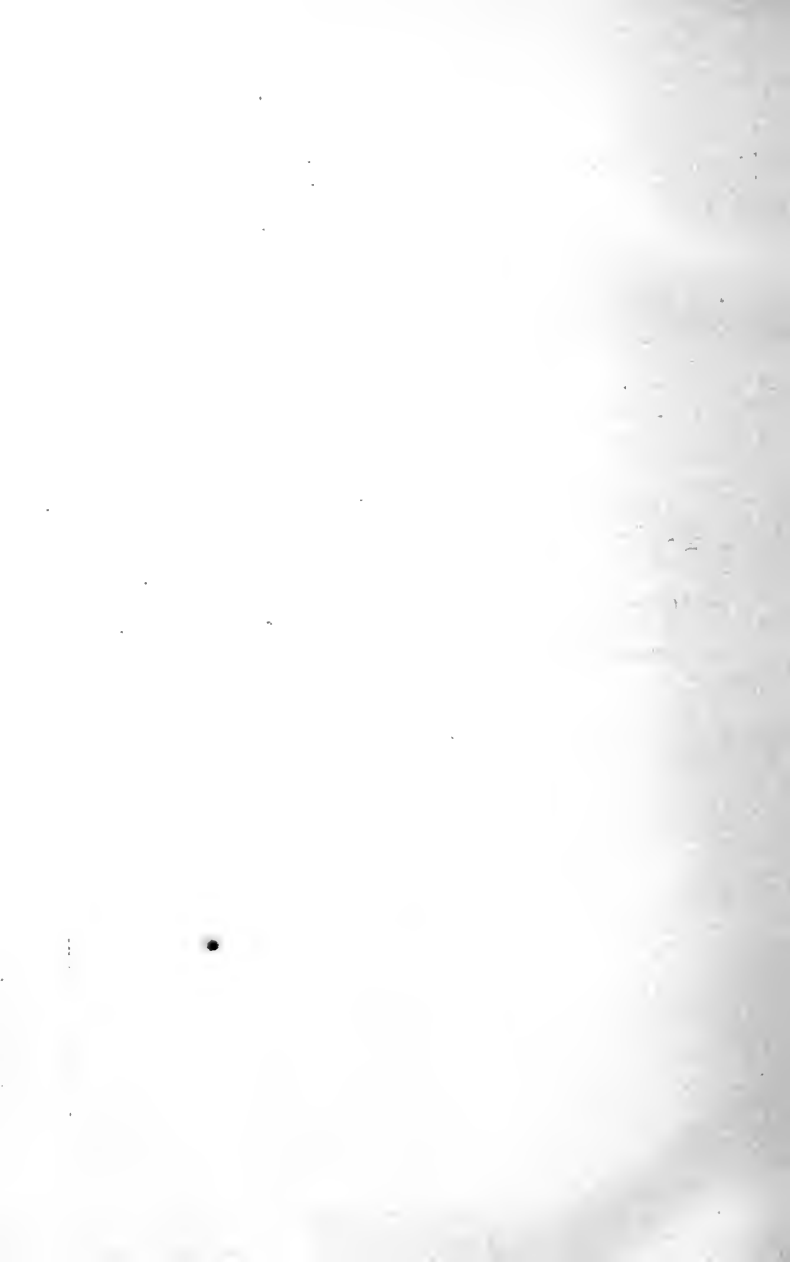
|   |   |   |   |   |   |            |
|---|---|---|---|---|---|------------|
| We beg leave, a special contraction for | - | - | - | - | - | 22         |
| We remain your obedient servants        | - | - | - | - | - | 99         |
| We shall form a connection              | - | - | - | - | - | 21         |
| We want to say to you that the          | - | - | - | - | - | 94         |
| Were not given                          | - | - | - | - | - | 63         |
| Where there are                         | - | - | - | - | - | 88         |
| Where they are boiled                   | - | - | - | - | - | 124        |
| White and colored people                | - | - | - | - | - | 115        |
| Whose life                              | - | - | - | - | - | 64         |
| Will be paid                            | - | - | - | - | - | 21         |
| With, omission of                       | - | - | - | - | - | 11, 65, 67 |
| With regard to suspending the           | - | - | - | - | - | 41         |
| Within the last decade                  | - | - | - | - | - | 115        |
| Within the period                       | - | - | - | - | - | 117        |
| Without change                          | - | - | - | - | - | 68         |
| Would not materially affect the         | - | - | - | - | - | 76         |

Y

|                             |   |   |   |   |   |    |
|-----------------------------|---|---|---|---|---|----|
| You furnished us            | - | - | - | - | - | 94 |
| Your attention              | - | - | - | - | - | 30 |
| Your very obedient servants | - | - | - | - | - | 24 |
| Yours truly                 | - | - | - | - | - | 56 |

&

|                                 |   |   |   |   |   |    |
|---------------------------------|---|---|---|---|---|----|
| "& Co." provided for by lapping | - | - | - | - | - | 24 |
| "& O-A."                        | - | - | - | - | - | 62 |



# STANDARD-PHONOGRAPHIC AND OTHER WORKS.

ANDREW J. GRAHAM,


AUTHOR AND PUBLISHER,


744 BROADWAY, NEW YORK.

---

"A more complete series of works on any subject than Mr. Graham's Standard-Phonographic Series has never been published. These Text-Books are the only ones that are perfect in themselves; and, in no respect, could I suggest an improvement in the manner of bringing the subject before even the duller student.—CHARLES FLOWERS, a superior reporter.

**The Outline.**—In Miniature Book-form, bound in paper, 5 cents. One dozen, 25 cents.

**The Little Teacher.**—Comprises: 1. THE OUTLINE, presenting all the chief elements of Standard Phonography in eight primer-size pages: 2. THE LITTLE READING EXERCISES—furnishing in 16 little pages an exercise on each section of the *Outline*. 3. Miniature edition of the CORRESPONDENT'S LIST of Word-Signs, Contractions, Phrase-Signs, Prefixes, and Affixes of the Corresponding Style.  The Little Teacher is a useful pocket companion for students of the *Synopsis* or *Hand-Book*. Price, cloth, 40 cents; paper, 25 cents.

**The Synopsis.**—New and Revised edition.—Comprises: 1. *The Synopsis* (in 29 duodecimo pages) of all the Principles of the Corresponding Style, unmistakably presented, with numerous engraved illustrations. 2. "The Correspondent's List"—12mo edition—comprising an alphabetical list of Corresponding Word-Signs, Contractions, Phrase-Signs, Prefixes and Affixes. 3. "The Reading Exercises"—in which there is an extended illustration and application of each section of the text; followed by several pages of connected reading matter, with an interlined translation. This edition is well adapted to the use of either Classes or Private Students.  This is a highly useful book for students of the *Hand-Book*, in making frequent reviews of the elements.—Price, 50 cents.

**The Hand-Book.**—Presents every principle of every style of the Art—commencing with the analysis of words, and proceeding to the most rapid Reporting Style—in such a Form and Manner, with such Fullness of Explanation and Completeness of Illustration, and with such other features as to fully adapt the work to the use of Schools and to Self-Instruction. The analysis and classification of the sounds of the voice (given in the Appendix to Part II.), will furnish invaluable assistance to those wishing to get the correct pronunciation of any foreign language. 366 duodecimo pages. Price, bound in muslin, with embossed side-title, \$2.00; post-paid, \$2.10.

"FULL, CONCISE and PHILOSOPHICAL in its development of the theory of writing by sound, ADMIRABLE in its *arrangement*, and REplete with IMPROVEMENTS and re-

finements on the Art as previously defined, it affords the learner a *safer means of obtaining a speed in reporting at least one-fourth greater than can be acquired by any other method.*"—*New York Herald.*

**First Reader.**—New and Revised Edition : Stereographed in the Corresponding Style ; with Interpaged Key ; with Questions ; and with Notes. \$1.75 ; postpaid, \$1.81. Key separate, with Questions and Notes ; 50c. ; postpaid, 54c.

**Second Reader.**—New and Revised Edition : Stereographed in the Reporting Style, with Key and Notes. To be studied in connection with the Reporting-Style chapter of the Hand-Book. \$1.75 ; postpaid, \$1.81.

**Standard-Phonographic Dictionary.**—"The last great crowning work of the Standard Series," gives the pronunciation and the best outlines (Corresponding, Advanced Corresponding, and Reporting) of about 60,000 words, and the forms for about 60,000 phrases. Beyond comparison with any shorthand dictionary or vocabulary ever published. Invaluable to writers of either style. Cloth, \$5 ; genuine morocco, \$7 ; (Octavo-form from the same plates, with wide margins), cloth, \$6 ; leather, \$8 ; morocco, \$9.

**The Reporter's List.**—With engraved forms, combining in one list, in chart-like form, and in phonographic-alphabetical order, all the Word-Signs, Contractions, etc., contained in lists of the Hand-Book, and with many thousand other words for comparison, contrast, and distinction, with explanations in the corresponding style. 1000 engraved pages and 139 pages of common print, consisting of *Preface, Introduction, Notes, and Index.* The *Index* is arranged in the common-alphabetical order, which permits the easy finding of any word or phrase in the book. A very valuable work. Total number of pages 1139. Price, cloth, \$5 ; leather, \$6 ; morocco, \$7.

**Practice-Book Series.**—UCS= *Unvocalized-Corresponding Style.* Engraved in the Advanced-Corresponding Style, with Key and Questions and Notes. Very useful for practice in reading or writing without the vowels. Composed of short articles of scientific and literary matters. Very interesting and instructive. 12mo, 122 pages. Cloth. Price, \$1.25.

ICR= *Intercolumn Reporting Style.* A series of Business Letters engraved in the Reporting Style, in one column and in the adjoining column (most convenient for reference) Key, Notes and Questions. A large portion of these letters were received from phonographers to whom they had been dictated by their employers, and they furnish a great variety of subjects and styles of composition. This book will prove invaluable to the student preparing for office work. 12mo, 122 pages. Cloth. Price, \$1.25.

**Lady of the Lake.**—By Sir Walter Scott. With Frontispiece. Stereographed in the advanced-corresponding style, with interpaged Key ; and with Notes. Total number of pages, 328. Price, \$2 ; postpaid, \$2.10. Morocco, \$4 ; postpaid, \$4.10.

**Moral Culture.**—A portion of Prof. John Blackie's celebrated lecture "On Self-Culture," also several valuable miscellaneous articles ; engraved in the Advanced-Corresponding Style, and with common-print Key. 39 pages of engraving, 31 pages of common-print. A very interesting and useful book for phonographers. Cloth. Price, 75 cents.

**Odds and Ends**—(or *Phonographic Intelligencer*).—In common-print.—Has a variety of matter of interest and value to phonographers. 75 cents.

## PERIODICAL VOLUMES.

**The Student's Journal.**—A 20 quarto-page monthly devoted to Standard Phonography, has been published continuously since 1872. It succeeded the *Standard-Phonographic Visitor* (a weekly) which was published continuously for five years preceding 1872. THE STUDENT'S JOURNAL is the oldest and best phonographic journal in America. Each number has eight pages of lithographed and several pages of engraved phonography. News of importance to phonographers, portraits, biographical sketches, and fac-similes of the reporting notes of prominent phonographers, are frequently given. Subscription price \$1. per year. For list of bound volumes of the JOURNAL, see Price List below. Sample copy free.

# **PRICE-LIST OF BOOKS AND ARTICLES NOT PREVIOUSLY MENTIONED.**

|   | PREP'D. |      |
|---|---------|------|
| BRIEF LONGHAND - - - - -  | .60     | “    |
| Dr. Stone, Sketch of, cloth - - - - -   | .25     | “    |
| “ “ paper - - - - -   | .10     | “    |
| Envelopes, per package - - - - -  | .10     | “    |
| Alphabet (Phonographic)   |         |      |
| Glance (at Phonography)   |         |      |
| Lord's Prayer (reporting style)   |         |      |
| Christian Names   |         |      |
| Lessons to an Ex-Pitmanite, cloth - - - - -   | .25     | “    |
| “ “ paper - - - - -   | .10     | “    |
| Note-Books (Pencil) - - - - -   | .05     | .08  |
| Paper, per quire  |         |      |
| Good Plain Note ( <i>Blue lines</i> ) - - - - -   | .10     | .15  |
| Triple Line ( <i>Red lines</i> ) - - - - -  | .15     | .20  |
| “ per pkg. of 5 quires - - - - -  | .60     | .85  |
| “ Per ream - - - - -  | 2.10    | 3.00 |
| <i>(To points where the express rate is not over \$5 per 100 lbs., a ream can be sent cheaper by express than by mail.)</i> |         |      |
| Payne's Business Letter Writer - - - - -  | .50     | “    |
| “ Educator—An Encyclopedia of Business Knowledge, including Lessons in Typewriting 600 pp. - - - - -                        | 2.00    | “    |
| Pencils (Graham's Reporting), per doz. - - - - -  | .50     | “    |
| “ “ per half gross - - - - -  | 2.75    | 2.95 |
| “ “ per gross - - - - -   | 5.00    | 5.35 |
| Pens (Steel), per box (12 doz.) - - - - -   | 1.50    | “    |
| “ “ one doz. - - - - -  | .15     | “    |
| “ (Gold) with “ Ideal ” fountain-holder - - - - -   | 4.00    | “    |
| “ “ Ideal ” fountain-holder alone - - - - -   | 2.50    | “    |
| Phonetic Quarterly - - - - -  | .40     | “    |
| Phonographic Numerals - - - - -   | .15     | “    |
| Reporter's Word Book (Bailey's) - - - - -   | 1.00    | “    |
| Reporting Cover - - - - -   | .35     | .40  |
| SUMNER'S “Notes of Travel in Northern Europe.” 385 pp.; 90 illustrations - - - - -  | 2.00    | 2.10 |
| Sumner's “Shorthand and Reporting”—part engraved, - - - - -   | .10     | “    |
| <b>STUDENT'S JOURNAL :</b>  |         |      |
| Vols. I to V., odd numbers only, per number - - - - -   | .20     | “    |
| Vols. VI., to XX., bound, each - - - - -  | 1.75    | 1.95 |
| Vols. VI., VII., VIII., in one Vol., half leather - - - - -   | 3.50    | 3.75 |
| Vols. IX. X., XI., in one Vol., half leather - - - - -  | 3.50    | 3.75 |
| Vols. XII., XIII., XIV., in one Vol., half leather - - - - -  | 3.50    | 3.75 |
| Vols. XV., XVI., XVII., in one Vol., half leather - - - - -   | 3.50    | 3.75 |
| Vols. XVIII., XIX., XX., in one Vol., half leather, - - - - -   | 3.50    | 3.75 |
| For the above 5 Vols., if ordered at one time - - - - -   | 15.00   | “    |
| Vol. XXI., (1892), <i>Subscription</i> - - - - -  | 1.00    | “    |
| THE STUDENT'S JOURNAL BINDER - - - - -  | 1.00    | “    |

\* The ditto mark is here used to mean “the same as at the left,” i. e., no charge is made for postage.









UNIVERSITY of CALIFORNIA  
AT  
LOS ANGELES  
LIBRARY



UNIVERSITY OF CALIFORNIA LIBRARY  
Los Angeles

This book is DUE on the last date stamped below.

Form L9-42m-8,'49 (B5573)444



A 000 562 377 2

z56  
G76i

